THE PREREQUISITE TRAINING STANDARD FOR PROMOTION TO FIRE LIEUTENANT IN THE TACOMA FIRE DEPARTMENT

STRATEGIC MANAGEMENT OF CHANGE

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ABSTRACT

The Tacoma Fire Department was in the process of making the recommended changes which were identified in an independent study of the operation of the department by the TriData Corporation of Arlington, Virginia. This research project addressed the specific recommendations directed toward improving the current training plan of those firefighers aspiring to promote to fire lieutenant.

This research was also an extension of the research and recommendations done by Deputy

Chief Lewis in an applied research project, <u>Identifying the prerequisite training needs to be eligible</u>

for promotion to fire lieutenant in the Tacoma Fire Department.

The research was historical research in the point of collecting data to determine the magnitude of change required from the current institutionalized requirements of a firefighter advancing to fire lieutenant within the department. The research was action research in that the information gathered through the historical research and ongoing discussions, decisions and planning of the Training Advancement and Promotional 2001 Teams established within the department was applied to the development of a department-wide plan to address the training needs of the firefighter aspiring to fire lieutenant in the Tacoma Fire Department.

Specifically, this research attempted to answer the following questions:

- 1. What is the current perceived stress level of the members of the Tacoma Fire Department?
- 2. How did the Tacoma Fire Department firefighters and officers rate their immediate supervisors on selected management dimensions?

3. What optimal transitional plan would facilitate a training program to establish and implement a prerequisite standard for the firefighter seeking advancement to fire lieutenant within the culture of the Department?

The recommendations of this study are as follows:

- The City of Tacoma Fire Department should continue to follow the developed 1998-2000
 Training Plan.
- 2. Incorporate Leader-Match Training & Stress Management into the current training plan. The order of class delivery should be to Officer Development followed by Officer Preparation.
- Provide Dr. Beaton the means to conduct a follow up survey to evaluate the fire personnel's
 post-traumatic stress levels after conducting the Leader-Match Training & Stress Management
 Training.
- 4. Develop procedures to monitor the implementation of the 1998-2000 Training Plan.
- Conduct additional research to determine the amount of training needed to provide the men and women of the Tacoma Fire Department with the knowledge and skills necessary to maintain optimal health and service delivery.

The outcome of this research was a training plan which established and implemented a prerequisite standard of training requirements for the firefighter seeking advancement to fire lieutenant.

TABLE OF CONTENTS

ABSTRACT	ii
TABLE OF CONTENTS	iv
INTRODUCTION	1
BACKGROUND AND SIGNIFICANCE	2
LITERATURE REVIEW	6
PROCEDURES	12
RESULTS	14
DISCUSSION	23
RECOMMENDATIONS	25
REFERENCES	27
APPENDIX A (Occupational Stress Survey)	30
APPENDIX B (Training Plan)	68
APPENDIX C (Stress Survey Results)	74

INTRODUCTION

The fire service is a highly dangerous and ever-changing profession. Within this profession firefighters have been eminently prone to stress and stress related illnesses. Compared with other occupations, firefighters tend to have higher levels of mental and medical problems including Post-Traumatic Stress Disorder (Beaton, Murphy, & Corneil, 1996), gastrointestinal pain (Beaton, Murphy, & Pike, 1996) and sleep dysomnias (Beaton, Murphy, Pike & Jarrett, 1995).

The need to provide the opportunity for our personnel to effectively perform their daily duties, develop their talents and provide for their current and future health needs is a necessity for the fire service of today.

It is the Tacoma Fire Department's desire to continually improve the training and educational process used in enhancing the knowledge and skills of its employees. Currently, the department has two teams looking into these training and educational needs: the Training Advancement Team (TAT), which is addressing overall department training; and Promotional 2001, which is specifically targeting those individuals wishing to promote within the Department to fire lieutenant (the first line supervisor).

The desired outcome of this research was to achieve a plan to establish and implement a prerequisite standard of training requirement for the firefighter seeking advancement to fire lieutenant within the Tacoma Fire Department.

This research project was a continuation of the research done in 1997 by Deputy Chief

Lewis in her applied research project, <u>Identifying the prerequisite training needs to be eligible for</u>

promotion to fire lieutenant in the Tacoma Fire Department.

The methodology used was historical in the point of collecting pertinent facts and data to determine the magnitude of change required from the analysis of the current standard requirements of a firefighter advancing to the position of fire lieutenant within the Tacoma Fire Department. The research was action research in that the information gathered through historical research and ongoing discussions, decisions, recommendations and planning of the Training Advancement Team, Promotional 2001 Team, was applied to the development of a department wide plan to address the training needs of the firefighter aspiring to fire lieutenant.

This paper addressed the following questions:

- 1. What is the current perceived stress level of the members of the Tacoma Fire Department?
- 2. How did Tacoma Fire Department firefighters and officers rate their immediate supervisors on selected management dimensions?
- 3. What optimal transitional plan would facilitate a training program to establish and implement a prerequisite standard for the firefighter seeking advancement to fire lieutenant within the culture of the Department?

BACKGROUND AND SIGNIFICANCE

In 1992 the TriData Corporation of Arlington, Virginia published the results of its comprehensive study of the Tacoma Fire Department.

Most important to this research project, twelve problem areas in the training program were indicated. The following twelve recommendations were considered pertinent to create a training plan to establish and implement a prerequisite standard of training requirements for a firefighter seeking advancement to fire lieutenant within the Tacoma Fire Department:

- Form a department-wide Training Task Force to develop a long-range plan.
- Implement an officer training program.
- Increase safety training.
- Add a training module on ethnic and gender sensitivity to recruit and officer classes.
- Divide training courses into modules that fit the 24-hour shift structure. Keep training flexible and facilitate make-up time.
- Develop or adapt a training manual to improve consistency.
- Delegate more training responsibility to field personnel.
- Increase the amount of evening in-house training time.
- Build a new training facility to address inadequate classroom space and upgrade teaching equipment technology.
- Utilize in-service training to minimize replacement times and overtime costs.
- Increase officers' networking with colleagues to identify productivity-enhancing ideas used in other departments.
- Use documented training to address departmental planning and budgeting.

In 1996, the Tacoma Fire Department established the recommended task force, the Training Advancement Team (TAT), to research and make recommendations for a training plan to correct the deficiencies and implement the recommendations of the TriData Report.

In November 1996, TAT conducted an organizational training needs assessment with division heads and supervisors. TAT facilitated an affinity diagram which generated seventy-five

issues in five groupings (Intradepartmental Communication Needs Assessment, 1996-July). The top priorities in the five categories are as follows:

- Specific Training Needs: training manual, firefighter and officer certification, use own resources and supervisor training
- <u>Training Division</u>: Fire Channel location moved to Training Center, Training Advisory
 Team, more training for personnel
- Outside Training: access to outside training, career development, National Fire
 Academy access
- <u>Training Equipment and Facilities</u>: new training facility, training props, new training tower
 and more satellite training sites
- <u>Documentation</u>: training documentation, certification tracking and increased accountability

In "Tacoma Tomorrow, Planning Today for the Twenty-first Century" the City government has been increasingly called upon to provide more services to its citizens, while addressing restraints on resources (City of Tacoma Strategic Plan, 1995).

It has been recognized that our employees are the City's most important and valued resource. The directive of the City is to utilize these employees to provide quality government performance by focusing on an organizational commitment to the customer through continuous process, performance and service improvement. We are charged with the responsibility to foster the development of a quality work force. Additional supporting documentation to the development and implementation of a prerequisite training requirement for Fire Department personnel was the Labor

Agreement of 1996, which established and implemented new procedures for establishing Civil Service Eligible Lists for the promotional position of fire lieutenant.

This change has the following impact:

- All lieutenant positions will be hired from a single list, to include lieutenant dispatchers, fire inspectors, battalion chiefs' aides/safety officers, field operations lieutenants and training lieutenants. The previous practice was a separate test for each of the above, followed by a separate eligibility list.
- The minimum service time requirement as a firefighter prior to taking the promotional exam was raised from 3 years to 5 years.
- In order to assist personnel in preparing to be successful and competent lieutenants, Fire
 Administration has strengthened its commitment to training and education. As a result of
 this commitment, a prerequisite training requirement will be established.
- The requirement will be developed and approved by both Labor and Administration (Local #31 Labor Agreement, 1996).

The information base from Deputy Chief Lewis in her 1997 applied research project,

Identifying the prerequisite training needs to be eligible for promotion to fire lieutenant in the Tacoma

Fire Department, provided the original research to advance to the next phase of actual development and implementation of a training plan. This plan would establish and implement a prerequisite standard of training requirements for a firefighter seeking advancement to fire lieutenant within the Tacoma Fire Department.

This research project's relationship to the Executive Fire Officer Program, Strategic Management of Change, was by employing the curriculum taught to the process used in developing a framework for change to occur. By using the learned material to address specifically the pace of change, degree of change and breadth of change to the prerequisite standard to fire lieutenant (Strategic Management of Change, 1998), it would provide the framework to take the analysis from the information gathering and enact the training plan. The efforts of many have provided the adaptation of the Tacoma Fire Department Training Plan 1998-2000 requirements of a prerequisite to fire lieutenant into a detailed, strategically sound plan.

LITERATURE REVIEW

Related facts and pertinent material were gathered in order to facilitate, design and implement the transitional change of training requirements for firefighters within the Tacoma Fire Department and, more specifically, the firefighter desiring to advance to the position of fire lieutenant.

Leadership has become one of the most important competencies of a fire officer. "By the year 2000, fire officers will lead the most culturally diverse and gender balanced fire service ever" (Jones, 1993). It takes superior interpersonal skills and a genuine appreciation for diversity to lead today's fire service teams.

The importance of leadership and supervisory skills took priority in the private sector in the early 1900's. In 1911, Frederick Taylor made the connection between workers and the methods designed to increase a worker's productivity. His principles gave rise to increased productivity in factories by focusing on the worker rather than the work product itself. Since the identification of the

worker, rather than the work product, there has been an abundance of material published addressing the skills of the worker rather than the changing of the machinery or product.

Total Quality Control (TQC) is the system developed in Japan to economically produce goods and services which meet the customers requirements; and hence, implement a continuing improvement process. TQC was developed by taking the main teachings of Deming, Juran, Feigenbaum and others whose concepts focused on quality, then expanding and shaping the concept to meet the unique culture present in Japan (Asaka, 1990).

Minzberg identified three managerial functions: the interpersonal role, the informational role, and the decisional role. In the interpersonal role, the manager's favored means of communication is verbal. Managers in the informational role seek information from their peers, employees and personal contacts regarding anything that may affect their jobs and responsibilities. They disseminate information internally to their crews and externally to suppliers and the organization. In the decisional role, the manager bases decisions on information received and the decisions are then communicated to others. Minzberg supported the importance of managers to design their own information systems. As the organization grows and becomes more divisional, the need for increased coordination becomes more evident (Jacobs, 1997).

Interpersonal relations and communication has been identified as being a skill many middle managers have attempted, but failed, to master. A manager with good interpersonal skills is a model for effective and convincing communication, handling difficult situations, showing concern for others, fostering a team-player image and most importantly, projecting trust (Ozog, 1996).

There are five areas noted by Ozog on which a middle manager must focus their span of influence and seize the opportunity to develop and enhance the interpersonal relationship process. During every shift there are situations which hamper or create friction in interpersonal relationships. Five of the main causes of poor interpersonal relationships are:

- 1) Unclear performance standards: if an individual does not know what is required of them as a member of the team, stress can result, creating an atmosphere of frustration.
- 2) Past problems or differences: past history is a predictor for future actions. If members of the team have had personal conflicts, the ability to maintain effective interpersonal relationships will be difficult.
- 3) Organizational dysfunction which occurs when Division A has no idea what Division B is doing or when there is not a clear mission. This type of environment creates a great deal of stress for the firefighter.
- 4) Theory X management style: the top-down organizational structure will not only hamper everyday operations, but destroy the basic trust needed for effective interpersonal relationships.
- 5) Unclear communications process: if most organizational information is transmitted through the grapevine, distrust may be widespread. Miscommunications may hamper interpersonal relationships by not supplying the essential information that is needed for projects to be completed or decisions that need to be made.

Other factors include unfamiliarity with equipment, unclear procedures, preconceived ideas about issues, emotions, distractions due to personal problems, semantics, inconsistency between verbal and

non-verbal actions and distrust. Given the above outcomes of leadership and supervisory skills, or lack of these skills, these issues need to be approached with a well thought-out plan and not left to chance.

"Many things are happening in the fire service. Firefighters' responsibilities have expanded from putting out fires to include performing life saving procedures on victims and educating the community on fire prevention and basic first aid. There is a continuing stream of changes occurring in fire and emergency services as a result of new trends and it is mandating that leaders in the field stand ready" (Strategic Management of Change, 1998). An understanding of the need for change, as well as a forum and environment to create and implement the change, is necessary.

It is evident that there is a difference in the focus of development programs between the public and private sectors. The public sector has traditionally focused only on supervisory development skills and has not put any emphasis on customer service, product delivery and managing the fire service generally as a business (Lewis, 1997).

Now, as the fire service takes a healthier stance to overcome this myopic view of our roles in the community, it has come with an added sense of responsibility to the health of our men and women who are in the streets doing the job everyday. We are now looking for how best to provide a standardized training program in developing their leadership and supervisory skills, matched to one that meets the underlying health issues which appear to be unique to the men and women of the fire service.

In the 1980's the fire service embraced the need to provide a standardized document to address the training of fire officers. This was less than politely said as "The fire service had

historically only done the training of its officers by on-the-job training. How could we leave the most valuable resource in the care of an unqualified or untrained supervisor?" (Cavallari, 1997).

Additionally, "The type of training and specific subjects need to be determined by each department, but NFPA's professional qualifications serve as the beginning." (Smalley, 1984).

In 1992 the edition of the National Fire Protection Association 1021, <u>Standard for Fire</u>

Officer Professional Qualifications, which outlines the performance objectives for an officer in the fire service, was approved by the American National Standards Institute. The need for a standard level and a consistent plan has been acknowledged by most departments nationwide. That document has become familiar within the fire service as an instrument which addresses training needs of an officer and the need for each department to tailor their objectives to meet the organizational responsibilities they face as individuals.

In the past, a fire department could survive by only performing at a high level of proficiency on the emergency scene. A fire department which now tries to operate in this mode will be extinct in the dynamic fire service of today. We must consider an all-inclusive approach to meet both the demands of the citizens and the needs of the firefighters.

The Tacoma Fire Department was in a transitional stage. The Training Advancement Team (TAT) was formed within the Department, made up of members from both Labor and Administration. It was recommended the Department would train the current firefighters to an equivalency level of the National Fire Protection Association (NFPA) 1001, Standard for Fire Fighter Professional Qualifications (1992), and NFPA 1002, Standard for Fire Department Vehicle Driver/Operator Professional Qualifications (1993), over a two year span, commencing in June of

1998. The Training Center had also applied for Washington State Certification in its recruit training (Lewis, 1997).

During the same time as the existing training of the firefighters was addressed, the prerequisite requirements for a firefighter advancing to the position of fire lieutenant and the development of the current officers were included.

The work of Drs. Beaton and Murphy from a three year study conducted on Everett and Tacoma, Washington Firefighters through a grant by the National Institute of Occupational Safety & Health (NIOSH), provided the basis of the correlation of material addressing the perceived feelings of the Tacoma Firefighters toward their immediate supervisors.

The historical research suggests that the role of leadership skills in fire service supervisory personnel, and its relationship to negative health outcomes in their subordinates, is a key factor. Lack of interpersonal communication and conflict resolution skills by immediate supervisors was identified as an important on-the-job stressor to the firefighters they were supervising.

"The Tacoma firefighters rated their immediate supervisors more positively compared to the officer group" (Beaton, 1998). The focus of this research project was around the sixteen questions titled 'Supervisory Behavior' and the correlation to 'Job Satisfaction and Morale' (items 58-60) and 'Social Network(s)' (items 61-64) of the survey (Appendix A).

The following data was collected at the Tacoma Fire Department in October 1997 by survey of one hundred and sixty-six of the Tacoma firefighters as well as sixty-four of the officers. The survey was comprised of both the lieutenants and captains and excluded paramedics, battalion chiefs and deputy chiefs; representing approximately 80% of the Tacoma Fire Department's uniformed

personnel. "The Tacoma line firefighter group rated their immediate supervisors more positively compared to the officer group on the sixteen-item 'Supervisory Behavior Scale'. Clearly, line firefighters rate their supervisors more positively than their officers rate their supervisors. However, there was a slight statistically significant tendency for line firefighters with more years of service to rate their supervisors in a less positive manner. "This inverse relationship (negative correlation) between years of service and supervisory ratings was not significant in either the officer or the paramedic groups. In other words, the more seasoned line firefighters were somewhat more critical of their officers, but this relationship was not observed for the officer or paramedic groups" (Beaton, Correspondence, RE: Supervisory Behavior Ratings in City of Tacoma Fire Service Officers and Line Fire Fighters, 1998).

In a study of West Point graduates, the simple addition of the Leader-Match Training intervention to their many prior years of leadership training at West Point led to significant improvements in their supervisory rating by subordinates. In a publicized study with mining personnel, Leader-Match Training alone reduced on-the-job injury rates by 50%, and this beneficial outcome lasted at least five years (Beaton, 1997).

The link between the workplace stressor, (supervisory style) and the manifestation of stress is evident among fire service personnel in Everett and Tacoma, Washington. It becomes a moral responsibility to seek to reduce the stressors among the firefighters in the fire service.

PROCEDURES

Definition of Terms

<u>Drill Groups:</u> groups comprised of a variety of apparatus throughout the city's emergency fleet. This drill grouping allows for multiple companies to receive training at the same time while not depleting any one response district within the city.

<u>Captain Training Teams</u>: groups comprised of a variety of apparatus within proximity of each others' running districts. A Captain Training Team would more than likely respond to the same emergency incidents.

Research Methodology

The desired outcome of this research was to create a training plan to establish and implement a prerequisite standard of training requirements for the firefighter seeking advancement to first-line supervisor position of fire lieutenant. The research was historical research in the point of collecting data to determine the magnitude of change required from the analysis of the founded requirements of a firefighter advancing to the position of fire lieutenant. This project was a continuation of the research done by Deputy Chief Lewis in 1996-97, presented in <u>Identifying the prerequisite training needs to be eligible for promotion to fire lieutenant in the Tacoma Fire Department</u>, an applied research project. The focus of that project was to determine the training and educational needs of a Fire Lieutenant in the Tacoma Fire Department and to provide the recommendations regarding a prerequisite to the position of Fire Lieutenant. Other internal indicators suggested this change was required by the results compiled by the survey conducted in <u>the Priority of Subjects in Company</u> Officer Professional Development (Lewis, 1997).

The survey conducted by Dr. Beaton identified the touchstones of how the men and women of the Tacoma Fire felt toward their current supervisor's leadership style and looked at the correspondence of that leadership style to stress levels and health indicators. The review of his survey material provided a starting point for identifying the training needs.

The research was action research in that the information gathered through historical research and ongoing discussions, decisions and planning of the Training Advancement and Promotional 2001 Teams established within the department was applied to the development of a department wide plan to address the training needs of the firefighter aspiring to fire lieutenant in the Tacoma Fire Department.

Assumptions and Limitations

The assumptions and limitations with Drs. Beaton and Murphy and Deputy Chief Lewis in their respective surveys were that the participants understood the questions and answered the questions truthfully.

Similarly, the assumption for the teams (Training Advancement and Promotional 2001), which analyzed the current training plan and developed the plan in Appendix B, was that the members understood the task given them and were honest and forthright in their comments and recommendations.

RESULTS

Answers to Research Questions

Research Question 1. What was the current perceived stress level of the members of the Tacoma Fire Department? Dr. Beaton addressed the results from the ongoing survey of the Tacoma

Fire Department personnel which clearly indicate the personnel had a prevalence of Post-Traumatic Stress Disorder of 31.7%, in comparison to the general population at 1.2% and wounded Vietnam Veterans at 20% (Beaton, 1997). Wayne Corneil, Director of Employee Assistance Services of Health and Welfare in Canada, stated that the frequency of job related stressors, both 'critical' and 'routine', significantly increased the risk of Post-Traumatic Stress Disorder in firefighters (Corneil, 1993). Refer to Appendix C.

Research Question 2. How did the Tacoma Fire Department firefighters and officers rate their immediate supervisors on selected management dimensions? Appendix A provides a complete copy of the Washington State Council of Fire Fighters Approved Long-Term Survey of

Occupational Stress which was the instrument used to collect the data. This study was conducted by Drs. Beaton and Murphy of the University of Washington through a NIOSH-funded research project. Their focus was to collect data on exposure to duty-related incident stressors and post-trauma symptoms in firefighters and paramedics.

Beaton (1997) stated: "These data will illuminate the natural history of post-trauma symptomatology, alcohol use and other stress-related symptoms in terms of their relationship(s) to the long-term cumulative exposure to job-related trauma as well as to the other predictors, moderating and mediating variables." The doctors' plan is to use the findings to assist in the development and remedial interventions for firefighters as well as to serve as a model for parallel endeavors with other high strain occupations. The focus of this research project was around the sixteen questions titled 'Supervisory Behavior' and the correlation to 'Job Satisfaction and Morale' (items 58-60) and 'Social Network(s)' (items 61-64) of the survey. This data was collected at

Tacoma Fire Department (T4), October 1997, and included approximately 80% of the Tacoma Fire Department's uniformed personnel. The Tacoma line firefighter group rated their immediate supervisors more positively compared to the officer group on the sixteen-item 'Supervisory Behavior Scale'. (See bar graph/histograms for these two groups in Appendix C.)

The test for mean differences between groups (of 32.8 for the line and 40.9 for the officers) was highly significant using a one-way analysis of variance (Appendix C). Line firefighters clearly rate their supervisors more positively than their officers rate their supervisors. However, there was a slight statistically significant tendency for line firefighters with more years of service to rate their supervisors in a less positive manner. This inverse relationship (negative correlation) between years of service and supervisory ratings was not significant in either the officer or the paramedic groups. In other words, the more seasoned line firefighters were somewhat more critical of their officers, but this relationship was not observed for the officer or paramedic groups (Beaton 1998).

The scatterplot (Appendix C) shows the relationship between job satisfaction and supervisory ratings. In terms of labeling, V58=job satisfaction, V59=moral, V60=ability to attain career goals, V61=social support at work, V62=social support at home, V63=conflict at work and V64=conflict at home. (See last page of Sources of Occupational Stress Scale, Appendix A).

Question 3. What optimal transitional plan would facilitate a training program to establish and implement a prerequisite standard for the firefighter seeking advancement to fire lieutenant within the culture of the Tacoma Fire Department? Recognize that the department had worked on the analysis of the current training plan and the magnitude of change (addressing pace of change, scope of change, and depth of change), through teams (Training Advancement and Promotional 2001)

made up of Labor and Administration for three years prior to the <u>Tacoma Fire Department 1998-2000 Training Plan</u> final format as approved by both Labor and Administration. In Appendix B is a copy of the established plan which was implemented in June 1998.

Training Plan Overview

It was identified that the plan must meet the current and future training and educational needs of the TFD Operations Division. The use of centralized and decentralized training would be administered with a cascade-style delivery system. The responsibility for delivering, receiving and documenting all aspects of the plan was placed in the following levels: Training Division, Battalion Chiefs, Fire Captains, Fire Lieutenants, Firefighter/Paramedics and Firefighters. 'Back to basics' was the operational training philosophy for the Department. Within the plan, four programs are identified: Firefighter I and II, Driver/Operator I and II, Officer Preparation and Officer Development. The Officer Preparation program represents the Prerequisites to fire lieutenant.

The programs were intentionally rigid in their design to provide a mechanism of checks and balances in the areas of delivery, documentation and of utmost in product outcome. The curriculums of the programs were designed to be fluid, and to allow for flexibility in the scheduling of class times and locations.

Scope

The Department, while delivering the required 'back to basics' training and education, recognized that Firefighter I and II, Driver/Operator I and II, Officer Preparation and Officer Development make up only the fundamental framework of a complete plan of providing training and

education. Conducted simultaneously with the above core training, other training and education deemed necessary by the department would be identified and administered within the Plan.

Firefighter I and II Structure

The Training Division was charged with the administration and implementation of the program. The proposed results of the program at completion will be for the members to meet or exceed the standard as outlined in the National Fire Protection Association (NFPA) 1001, Standard for Fire Fighter Professional Qualifications.

Battalion Chiefs, Fire Captains, Lieutenants and individuals assigned to the Training Division will share a key role in the program and will qualify as Washington State Fire Service Level I Instructors. The intent of the department is to provide members involved in the delivery of training with a minimum standard of certification as Washington State Fire Service Level I Instructors. However, this does not preclude the Department from utilizing non-certified individuals possessing special talent, knowledge or skills in an instructor capacity.

The Training Division is responsible for the development of all lesson plans. This will be accomplished with the input and assistance from those people closest to the job and/or anyone having a specific knowledge of the subject area. The International Fire Service Training Association (IFSTA) Firefighter I and Firefighter II, curriculum package will be the minimum standard from which all lesson plans will be developed. The final approval of the lesson plans will be given to the Assistant Chief of Training.

Approved classes will be delivered to all companies using both Drill Groups and Captains

Training Teams. The Training Division will coordinate and schedule all core classes. Classes

delivered to Drill Groups will take place at a location determined to be most suited for the type of training to be delivered. This may include the Training Center, department satellite training sites or any undetermined location which is appropriate. The training delivered using the Captains Training Team format will be delivered at a location determined by the Captain. Considerations should be given to running district and/or service delivery coverage and space requirements. All classes will have a corresponding lesson plan or lesson outline. Modules containing performance requirements will also have accompanying skill task sheets.

Each company will have a copy of the most current edition of the IFSTA Essentials of Firefighting. This manual is designed to provide the information needed for fire service personnel to meet the training and education objectives of Firefighter I and II. It will be used as the Department's textbook for Firefighter I and II curriculum, although additions and deletions to the material presented in the text will be made when the Training Division determines it is necessary.

Delivery

The Firefighter I and II training will be a two-year program. The program has been arranged into twelve modules with each being delivered in a two-month time frame.

These modules will be designated as the required school and drill for each two month period. Prior to the beginning of each module, and before its class is delivered, a lesson plan or outline will be issued to each company for inclusion in their station's copy of the Tacoma Fire Department Training and Education Reference Manual. Modules may have a corresponding IFSTA Essentials of Firefighting pre-class reading assignment.

During month one, the Training Division will be responsible to conduct classroom training and manipulative skill orientation for all companies using the Drill Group concept. During the remainder of the two month module time frame, the scheduled Captains Training Team and single company school and drill will be based on the current module. During the scheduled Captains Training Team sessions, a multi-company drill scenario incorporating the elements of the current module should be used as a tool to strengthen both knowledge and skill.

Battalion Chiefs will attend Captains Training Team drills to oversee all required elements of each module are adhered to and to insure the overall competence level of the members of his or her battalion.

On a continual basis, companies will be called to the training center for a knowledge and skill evaluation based on any previously taught module. The appraisal will be in the form of a skill level assessment. If company performance is not at an acceptable level, the crew will be required to repeat the evaluation process in a time period to be determined by the Assistant Chief of Training.

In 1998 all Recruit training will be geared toward the recruit meeting the requirements of Firefighter I during the ten to twelve week Recruit Academy. Once the recruit leaves the academy for a field assignment, the focus of their training will be to continue building confidence in Firefighter I and to complete Firefighter II by the end of his or her one year probation period.

Delivery Schedule

In Appendix B is a sample of Firefighter I and II training modules outlining the subject name of the class, the National Fire Protection Association (NFPA) 1001, Standard for Fire Fighter

<u>Professional Qualifications</u> area of coverage, the Tacoma Fire Department internal department symbol for documentation, and the start date of the module.

Officer Preparation

The Tacoma Fire Department Training Division will be charged with the administration and implementation of the program. This program is the segment of the training program which addresses the fundamental training and education needs of those individuals aspiring to promote to the rank of fire lieutenant. It will also give the firefighter, who is working up as an acting officer, additional knowledge and guidance relative to the position. Officer preparation is a responsibility that will be shared jointly by the department and the members of the department desiring to promote. The preparation program is designed to be offered in a module format with the entire curriculum delivered prior to the 2001 fire lieutenant examination.

The curriculum is made up of ten 2-hour core classes: four 2-hour electives and three 4-hour electives. In addition to meeting the five year service requirement, a firefighter wishing to enter the 2001 fire lieutenant testing process is required to attend eight of the ten core classes, two of the 2-hour electives and one of the 4-hour electives. Completion of the requisite classes will require a 24-hour commitment from the firefighter. Responsibility for completion of the 24-hour required training curriculum lies solely with the firefighter desiring to promote.

Delivery

All ten Officer Preparation core classes will be delivered to each of the four shifts using the Drill Group concept. All on duty firefighters will attend the core classes. By attending an additional 2-hour elective (a third class) or an additional 4-hour elective, only seven of the core classes need to

be attended to meet the minimum requirement for fire lieutenant examination eligibility. The substitution option can be exercised only one time during a curriculum cycle (three year).

Two of the four 2-hour electives will be delivered on each of the four shifts using the Drill Group concept. The remaining two 2-hour electives will be delivered on one shift each, also utilizing the Drill Group concept. As an example, the Hydraulics and Building Construction electives will be given on A, B, C, and D shifts, the Communications elective on A shift and Strategy/Tactics 3 on C shift.

A single 4-hour elective will be offered at the training center on specific Saturdays with a different Saturday dedicated to each of the three subjects. One of the three classes, (Assessment Center Preparation, for example), will be offered on two Saturdays. The number of firefighters interested in attending the class on any particular Saturday will determine whether it is delivered once or twice on that day.

When a Drill Group reports to the training center for its scheduled Officer Preparation module, two classrooms will be utilized. Officer Preparation will be addressed in one classroom and Officer Development will be addressed in the other classroom. In most cases the module subject matter will be the same for both groups, although the goals and objectives of the class will be designed for the specific target audience.

Delivery Schedule

See an example of the schedule for Officer Preparation in Appendix B.

DISCUSSION

The goal of this research project, which builds upon the applied research project submitted by Deputy Chief Eileen Lewis in 1997, is to explore the avenues used by the Tacoma Fire Department in developing and implementing a comprehensive training program for firefighters aspiring to a first-line supervisor position.

A three-year study conducted by Drs. Beaton and Murphy of the University of Washington, Seattle, provided an in-depth look at the physical and psychological issues. The doctors' study was to identify risk factors in career firefighters and paramedics that are associated with the development of post-traumatic stress disorders and other stress related syndromes. It was their plan to facilitate the development of preventive programs that would reduce the incidence of post-trauma symtomatology and other related syndromes in firefighters and paramedics (Beaton, Murphy, and Corneil 1996).

Dr. Beaton's interviews of TFD firefighters revealed that fire captains in particular experienced a significant level of stress. The Department incidence of Post-Traumatic Stress Disorder was 31.7%, compared to the general population at 1.2% (Beaton, 1997).

There was a higher level of job satisfaction and morale among the firefighters in Tacoma who perceived their supervisors as being willing to listen and consider their ideas, and generally, they rated their supervisors in a favorable manner on the Supervisory Behavior questions in the survey.

This adds credence to the need to develop both leadership and supervisory skills.

The Leader-Match Training has been tested and validated over decades by Dr. Fielder and his associates and appears to have merit as a program to reduce stress. In one publicized study with

mining personnel, the training in itself reduced on-the-job injury rates by 50%. This beneficial outcome lasted at least 5 years.

Dr. Beaton taught a six-hour course on Leader-Match Training with the fire officers in Everett in 1997. A survey conducted after the training session showed a reduction in stress levels among the firefighters when compared with earlier surveys.

In his applied research project on stress management, Robert Green recommends annual training in interpersonal communications for supervisors. However, this could overburden a department already facing a multitude of state and departmental training requirements. The need to identify an acceptable level and frequency of training in any one subject continues to be a challenge to the fire service.

Usually firefighters test for supervisory positions after a minimum number of years in service but receive little or no formal leadership or supervisory-skills training. Firefighters might therefore perceive that their first-line supervisors lack supervisory skills. In addition, the supervisor may feel unsupported and untrained in handling the tasks the department places on him or her. This is expressed most appropriately by, "After all these years, we are still promoting first and training later" (Shurtleff, 1994, p. 21).

A firefighter will receive comprehensive training from the coordinated set of classes:

Firefighter I and II, Driver/Operator, prerequisite training requirement for a firefighter aspiring to fire lieutenant, and Officer Development. However, for those who are already officers, aggressive delivery of the courses is necessary to insure that they have most of the relevant skills identified in Firefighter I and II.

It was recognized early in the process that the pace and scope must address the concerns of both Labor and Administration. This was stressed at all meetings of the Training Advancement and Promotional 2001 Teams by identifying concerns and working toward agreement.

The major concern of Labor was that the training programs be provided to all members of the Department while on duty. The contrasting concern of Administration was what the organization would look like and what role Labor would have in developing and implementing the vision.

Both Labor and Administration see the Plan outlined in Appendix B as meeting their needs and providing the foundation and starting point of a dynamic training program.

Most importantly, the 1998-2000 Training Plan addresses the knowledge and skill standards deemed necessary by the men and women of the Tacoma Fire Department to be Total Quality employees able to deliver total quality service.

RECOMMENDATIONS

The recommendations of this study are as follows:

- The City of Tacoma Fire Department should continue to follow the developed 1998-2000
 Training Plan.
- 2. Incorporate Leader-Match Training & Stress Management into the current training plan. The order of class delivery should be to Officer Development followed by Officer Preparation.
- Provide Dr. Beaton the means to conduct a follow up survey to evaluate the fire personnel's
 post-traumatic stress levels after conducting the Leader-Match Training & Stress Management
 Training.
- 4. Develop procedures to monitor the implementation of the 1998-2000 Training Plan.

5. Conduct additional research to determine the amount of training needed to provide the men and women of the Tacoma Fire Department with the knowledge and skills necessary to maintain optimal health and service delivery.

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APPENDIX A

Occupational Stress Survey

ID CODE:

(for research use only)

TACOMA - 4/98

Please return entire STAPLED portion of survey <u>intact</u>. (Do not remove cover or pages.) Thank You.

WASHINGTON STATE COUNCIL OF FIRE FIGHTERS APPROVED LONG-TERM SURVEY OF OCCUPATIONAL STRESS

IMPORTANT: PLEASE CHECK ONE

New Participant; this is your first completed survey.
Ongoing participant; completed one or two surveys within the past two years.
Ongoing consistent participant; completed all prior surveys within the past two years. Eligible for \$15.00 when completed survey is returned.

Funded by the National Institute of Occupational Safety & Health, RO1-OH3198



ternal.
Washington State Labor Council

Washington State Council of Fire Fighters

March 30, 1998

Dear Brothers and Sisters:

This NIOSH-funded research project continues to receive the full support of Tacoma Fire Fighters, Local 31 IAFF, and the Washington State Council of Firefighters. Drs. Beaton and Murphy of the University of Washington have collaborated with numerous IAFF locals and the State Council for the past several years. We feel Drs. Beaton and Murphy's research is extremely important and once again ask for your full cooperation and participation in this <u>long-term</u> study of firefighter stress.

The findings from this research have already proven to be valuable to both the Union and State Council in developing programs and benefit packages that acknowledge and document the unique aspects of firefighter stress.

The research also has the support of the City of Tacoma Fire Administration who have agreed to allow you to complete the survey while on duty.

All of your survey responses have been and will continue to be completely confidential. We urge you to take the time to complete and return this **final** survey.

Thank you.

Regards,

Kelly Fok, President,

Washington State Council of Fire Fighters

Pathocellioott President

Tacoma Fire Fighters, Local 31, IAFF

Chris Heminger, Secretary Treasurer

Washington State Council of Fire Fighters

Bruce Baurichter, Secretary-Treasurer Tacoma Fire Fighters, Local 31, IAFF



INSTRUCTIONS

Please read the enclosed consent form carefully. All individuals who complete and return the survey will be receive \$10.00-\$15.00* in compensation. If you decide to participate, please complete and return the Fire Fighter Job Stress Survey in the large envelope by April 30, 1998. No postage is necessary.

To receive payment of \$10.00 or \$15.00, please clearly PRINT your FULL name and your address on the white envelope provided and return it along with the completed survey in the enclosed pre-addressed large manila envelope.

There are two copies of each consent form: one is for ongoing project participants, and the other is designed for new participants. Be sure to sign, date, and include your employee number on the copy that is returned with your completed survey.

completed survey. of Academic ms ms PLEASE DO NOT RETURN THE SURVEY

If you have any questions, feel free to call Dr. Randal Beaton at 543-8551 or Marilyn Barnard at 616-1864.

MARKED "PARTICIPANT'S COPY";

THIS COPY IS FOR YOUR RECORDS.

Thank you for your time and participation in this important study of Fire Fighter stress, supported by your State Council of Firefighters, your local IAFF Union, and the City Fire Administration.

REMINDER/CHECKLIST: In the enclosed pre-addressed, postage-paid large manila envelope, please be sure to include the following: (check off below as completed) • Your COMPLETED SURVEY, including your signed consent form with your employee number. • The WHITE RETURN ENVELOPE with your <u>FULL</u> name and return address clearly printed on it.

Thank You, De Bankal Sufan

Dr. Randal Beaton

Those participants who have completed all of the previous surveys are eligible to receive \$15.00 in compensation.

Office of the Dean Box 357260 Seattle, WA 98195-7260 206/543-8732 FAX 206/543-3624

Office of Academic Programs Box 357260 Seattle, WA 98195-7260 206/543-8736 FAX 206/685-1613

Office of Nursing Research and Practice Box 357265 Seattle, WA 98195-7265 206/685-1525 FAX 206/685-9264

Biobehavioral Nursing and Health Systems Box 357266 Seattle, WA 98195-7266 206/543-8577 FAX 206/543-4771

Family and Child Nursing Box 357262 Seattle, WA 98195-7262 206/543-8775 FAX 206/543-6656

Psychosocial and Community Health Box 357263 Seattle, WA 98195-7263 206/543-6960 FAX 206/685-9551

ONGOING PARTICIPANTS

PLEASE READ & SIGN THIS ABBREVIATED CONSENT FORM IF YOU COMPLETED *ANY* OF THE PRIOR SURVEYS

UNIVERSITY OF WASHINGTON Consent Form

PSYCHOSOCIAL RISK FACTORS IN THE ETIOLOGY AND PROGRESSION OF SECONDARY TRAUMATIC STRESS IN FIRE FIGHTERS AND PARAMEDICS

RANDAL BEATON, Ph.D.

Research Associate Professor and Principal Investigator Department of Psychosocial & Community Health; 543-8551

SHIRLEY MURPHY, RN., Ph.D., F.A.A.N.

Professor, Co-Principal Investigator Department of Psychosocial & Community Health; 543-8569

CLARK JOHNSON, Ph.D.

Data Analyst
Department of Psychosocial & Community Health; 545-0818

KEN PIKE, Ph.D.

Statistical Consultant
Department of Biobehavioral Nursing & Health Systems; 685-4733

MARILYN BARNARD, BA

Program Manager
Department of Psychosocial & Community Health; 616-1864

INVESTIGATOR'S STATEMENT:

The purpose of this research is to identify risk factors in career fire fighters and paramedics that are associated with the development of 1) post-traumatic stress disorders and 2) other stress related syndromes. It is anticipated that the identification of these risk and vulnerability factors will facilitate the development of primary preventive programs that will reduce the incidence of post-trauma symptomatology and other stress-related syndromes in fire fighters and paramedics.

PROCEDURES:

You have already agreed to complete all of the questionnaires listed below, at 6-month intervals for three years. You are free not to answer any question you do not wish to answer. The entire survey battery will require approximately 1-11/2 hours to complete at follow-up sessions.

- 1) Provide some background information such as your age, gender, job title and whether or not you served in the armed services in Vietnam. This form takes about 10 minutes to complete. This form is to be completed every 6 months for the next year.
- 2) A listing of 57 common sources of job stress to which we want to know your reactions. This test asks about any potential interpersonal conflicts with your superiors and whether you feel you have been harassed due to your gender or age. This form requires about 15 minutes to complete. This form also includes 7 items about job satisfaction and network support that will require another 2-3 minutes to complete each occasion. These forms are to be completed every 6 months the next year.
- 3) A checklist of 15 post-trauma symptoms related to event(s) that you may have experienced during the past week. This checklist asks whether you have had "nightmares about it" or "tried not to think about it." This should take about 5 minutes to complete. This checklist will be readministered at 6-month intervals for year.
- 3A) You will also be asked to complete the above-noted checklist of 15 post-trauma symptoms for the "worst incident" of your career in the fire service, to briefly describe that incident, and to also recall approximately how long ago it occurred.
- 4) The Symptoms of Stress inventory is a 95 item scale that contains questions such as whether and how frequently you may have experienced "Frightening thoughts (that) keep coming back" or whether you are "Unhappy and depressed." This scale requires about 15 minutes to complete. This inventory will also be re-administered at 6-month intervals.
- 5) A Health Screening Survey of your health habits including diet and alcohol use. This form should take no more than 2-3 minutes to complete each occasion and is re-administered at 6-month intervals.
- 6) A brief checklist of the ways in which you cope with your fire fighter stress. This includes items such as "I pray" or "Take medications." This should require approximately 5 minutes to complete and is re-administered at 6-month intervals.
- 7) A 42 item questionnaire concerning major life events you may have experienced within the past three (3) years. This includes items such as "The death of a close family member" and "Changes in frequency of sexual relations." This questionnaire should take approximately 15 minutes to complete. At 6-month follow-ups you will only be asked to identify events that might have occurred within the past six months.
- 8) A survey of off-duty leisure activities including the frequency with which you might drink and socialize. This questionnaire should take about 10 minutes to complete and is to be completed at 6-month intervals.
- 9) A brief measure of your current personal feelings and emotions such as the extent to which you feel "upset" or "guilty." This questionnaire should take about 2 minutes to complete.

10) A measure of your supervisory relations such as how "fair" and "available" your supervisor is. This questionnaire should take about 3-5 minutes to complete and will be re-administered at 6-month intervals.

If you agree to participate in this investigation you are also agreeing to permit <u>confidential access</u> to certain Fire Department records linking your survey replies to your medical incident reports for the next year and fire incident reports for the next year.

Only the Principal Investigator, Co-Principal Investigator and the above identified Project personnel will have access to the master code and these consent forms linking your name/subject number to survey replies and the above department record data. Your replies will be kept completely confidential. When findings are available and presented, no individual fire fighter will be identified.

You will receive a payment of \$10.00-\$15.00 each time you complete and return a survey to the investigators. Please self-address the envelope in this survey packet and when the completed survey is returned, remittance will be made.

You may experience some mild emotional discomfort taking these tests. Or you may feel some stress related to the invasion of privacy necessary to conduct this study. If you do, please contact the Principal Investigator to address this potential problem.

These data will be kept in identifiable form for up to ten years, used to develop preventive programs and academic papers, and then will be discarded. You may, of course, decline to participate or may withdraw from participation in this study at any time without penalty or loss of benefits to which you are otherwise entitled.

Signature of Principal Investigator

Mar. 30, 1998

Date

SUBJECT'S STATEMENT:

This study described above has been explained to me. I voluntarily consent to participate in this activity. I understand that I have the opportunity to ask questions and these questions, and any future questions, about this research or my participation and rights as a subject will be answered by one of the investigators listed at the top of page 1 of this form.

Signature of Subject/Fire Fighter Participant	Date
Check one: [] City of Everett [] City of Tacoma	
Important* Please give Employee Number: *This number will only be on this consent form.	

Copies to: Subject & Investigator file

NEW PARTICIPANTS

PLEASE READ & SIGN THIS CONSENT FORM IF YOU DID <u>NOT</u> PARTICIPATE IN THE PRIOR SURVEY SIX MONTHS AGO.

UNIVERSITY OF WASHINGTON Consent Form

PSYCHOSOCIAL RISK FACTORS IN THE ETIOLOGY AND PROGRESSION OF SECONDARY TRAUMATIC STRESS IN FIRE FIGHTERS AND PARAMEDICS

RANDAL BEATON, Ph.D.

Research Associate Professor and Principal Investigator Department of Psychosocial & Community Health; 543-8551

SHIRLEY MURPHY, RN., Ph.D., F.A.A.N.

Professor, Co-Principal Investigator Department of Psychosocial & Community Health; 543-8569

CLARK JOHNSON, Ph.D.

Data Analyst
Department of Psychosocial & Community Health; 545-0818

KEN PIKE, Ph.D.

Statistical Consultant
Department of Biobehavioral Nursing & Health Systems; 685-4733

MARILYN BARNARD, BA

Program Manager
Department of Psychosocial & Community Health; 616-1864

INVESTIGATOR'S STATEMENT:

The purpose of this research is to identify risk factors in career fire fighters and paramedics that are associated with the development of 1) post-traumatic stress disorders and 2) other stress related syndromes. It is anticipated that the identification of these risk and vulnerability factors will facilitate the development of primary preventive programs that will reduce the incidence of post-trauma symptomatology and other stress-related syndromes in fire fighters and paramedics.

PROCEDURES:

If you agree to participate in this study, you will be asked to complete the questionnaires listed below at the beginning and, with a few noted exceptions, at 6-month intervals for year. You are free to not answer any question you do not wish to answer. The entire survey battery will require approximately 1-11/2 hours to complete initially and at follow-up sessions.

- Provide some background information such as your age, gender, job title and whether or not you served in the armed services in Vietnam. This form takes about 10 minutes to complete. This form is to be completed every 6 months for the next year.
- A listing of 57 common sources of job stress to which we want to know your reactions. This test asks about any potential interpersonal conflicts with your superiors and whether you feel you have been harassed due to your gender or age. This form requires about 15 minutes to complete. This form also includes 7 items about job satisfaction and network support that will require another 2-3 minutes to complete each occasion. These forms are to be completed every 6 months the next year.
- A checklist of 15 post-trauma symptoms related to event(s) that you may have experienced during the past week. This checklist asks whether you have had "nightmares about it" or "tried not to think about it." This should take about 5 minutes to complete. This checklist will be readministered at 6-month intervals for year.
- 3A) You will also be asked to complete the above-noted checklist of 15 post-trauma symptoms for the "worst incident" of your career in the fire service, to briefly describe that incident, and to also recall approximately how long ago it occurred.
- The Symptoms of Stress inventory is a 95 item scale that contains questions such as whether and how frequently you may have experienced "Frightening thoughts (that) keep coming back" or whether you are "Unhappy and depressed." This scale requires about 15 minutes to complete. This inventory will also be re-administered at 6-month intervals.
- A Health Screening Survey of your health habits including diet and alcohol use. This form should take no more than 2-3 minutes to complete each occasion and is re-administered at 6-month intervals.
- A brief checklist of the ways in which you cope with your fire fighter stress. This includes items such as "I pray" or "Take medications." This should require approximately 5 minutes to complete and is re-administered at 6-month intervals.
- A 42 item questionnaire concerning major life events you may have experienced within the past three (3) years. This includes items such as "The death of a close family member" and "Changes in frequency of sexual relations." This questionnaire should take approximately 15 minutes to complete. At 6-month follow-ups you will only be asked to identify events that might have occurred within the past six months.
- 8) A survey of off-duty leisure activities including the frequency with which you might drink and socialize. This questionnaire should take about 10 minutes to complete and is to be completed at 6-month intervals.
- 9) A brief measure of your current personal feelings and emotions such as the extent to which you feel "upset" or "guilty." This questionnaire should take about 2 minutes to complete.

10) A measure of your supervisory relations such as how "fair" and "available" your supervisor is. This questionnaire should take about 3-5 minutes to complete and will be re-administered at 6-month intervals.

If you agree to participate in this investigation you are also agreeing to permit <u>confidential access</u> to certain Fire Department records linking your survey replies to your medical incident reports for the next year and fire incident reports for the next year. Also, if you agree to participate in this investigation, you are also agreeing to allow confidential <u>global</u> access to on-the-job injury, non-injurious incidents, and absenteeism rates for your platoon.

Only the Principal Investigator, Co-Principal Investigator and the above identified Project personnel will have access to the master code and these consent forms linking your name/subject number to survey replies and the above department record data. Your replies will be kept completely confidential. When findings are available and presented, no individual fire fighter will be identified.

You will receive a payment of \$10.00-\$15.00 each time you complete and return a survey to the investigators. Please self-address the envelope in this survey packet and when the completed survey is returned, remittance will be made.

You may experience some mild emotional discomfort taking these tests. Or you may feel some stress related to the invasion of privacy necessary to conduct this study. If you do, please contact the Principal Investigator to address this potential problem.

These data will be kept in identifiable form for up to ten years, used to develop preventive programs and academic papers, and then will be discarded. You may, of course, decline to participate or may withdraw from participation in this study at any time without penalty or loss of benefits to which you are otherwise entitled.

Signature of Principal Investigator

Man. 30, 1998

Date

SUBJECT'S STATEMENT:

This study described above has been explained to me. I voluntarily consent to participate in this activity. I understand that I have the opportunity to ask questions and these questions, and any future questions, about this research or my participation and rights as a subject will be answered by one of the investigators listed at the top of page 1 of this form.

Signature of Subject/Fire Fighter Participant

Check one: [] City of Everett [] City of Tacoma

Important* Please give Employee Number:

*This number will only be on this consent form.

Copies to: Subject & Investigator file

ID Code	
FOR RESEARCH USE	ONLY

UNIVERSITY OF WASHINGTON

FIREFIGHTER/PARAMEDIC Status Update Information

Instructions:	FOR ONGOING PARTICIPANTS ONLY, please update this background information.
	In completing this form you DO NOT need to fill out the entire Background Information
	Form that follows

Are you currently employed outside the fire department? Yes No	
a. Do you engage in off-duty volunteer firefighting, EMS or rescue activities? Yes No	
Check your current job title: Firefighter Firefighter/Paramedic Dispatcher Fire Dept. Administrator Fire Investigator	
a. Current Supervisory Rank, if applicable: Lieutenant Captain Battalion Chief	-
b. Current Shift	
	. "
77- No	
Have any of the above (10-10c) changed within the past 6 mos.? Yes No.	
If yes, please describe (e.g., promoted to Lieutenant) Estimated time period at current station: (years/months/weeks)	
or check here if currently "detailed" or "floater"	
Of Chook here is currently actually a status	
Have you participated in a critical incident debriefing within the past 6 mos? Yes	No
a. If yes, please give approximate date(s) of debriefing(s)	
Within the past 6 months have you sought assistance for a personal concern? Yes No	
a. If yes please indicate if assistant was sought from a Physician, Psychiatrist,	
Psychologist, Nurse, Counselor, Clergy, Other(specific points and the control of the country of	cify)
No.	
Have you been physically injured in the line of duty within the past year?No	
a. Are you still experiencing the after effects of this injury?No	
b. Was this injury a musculoskeletal strain/sprain? Yes No	
c. If not, a musculoskeletal strain/sprain please describe nature of injury:	
Are you currently a local IAFF Union leader? Yes No	
7a. IAFF Union Shift Steward? YesNo	
7. Are you currently a local IAFF Union leader? Yes No 7a. IAFF Union Shift Steward? Yes No 7b. Hold other IAFF Union post? Yes No. Please specify	
b. Hold other IAFF Union post? Yes No. Please specify	 and S
Hold other IAFF Union post? Yes No. Please specify Did you recently participate in the Tacoma Department In-Service course on Firefighter Stress	 and S
b. Hold other IAFF Union post? Yes No. Please specify	

ID Code		
FOR RESEARCH	USE	ONLY

UNIVERSITY OF WASHINGTON

FIREFIGHTER/PARAMEDIC Background Information

l.	Age
2.	Sex M F
3.	Marital Status/Living Arrangements
	1. Single, never married, living alone, or with parental family
	2. Married, living together
	3. Married, living apart (separated)
	4. Divorced, living alone
•	5 Widowed living alone
	6. Single, divorced or widowed and currently have living together arrangements
4.	Number in household 16 or younger
5.	Number in household 17 or older (including self)
6.	Descharge and History
6a.	Number of years of formal education (12 = High School grad)
6b.	Have you ever been divorced? Yes No
6c.	Were your parents divorced before you left home? Yes No.
	If yes, how old were you when they divorced?
	·
7.	Are you currently employed outside the fire department? Yes No
7a.	If was estimate number of hours/month of outside employment
7b.	Please identify the primary type of outside employment, e.g., carpentry: No. 100
7c.	Do you engage in off-duty volunteer firefighting, EMS or rescue activities? itsits
	If yes, please describe.
8.	Number of years on present fire department force Level of EMS Certification: First Response EMT Paramedic
9.	
0	Other (specify)
10.	Current job title: Firefighter Firefighter/Paramedic Dispatcher
	Fire Dept. Administrator Fire Investigator Pattelion Chief
10a	Current Supervisory Rank, if applicable: Lieutenant Captain Battalion Chief
1	Child. (Diago Circle one) A B U D
100	Current Station / Engine # / Ladder # / Aid of Rescue of Wiedle Chit #
10d	Are you currently serving on a Probationary Status as a firefighter? Yes No
10e	Have any of the above (10-10c) changed within the past 6 mos.? Yes No.
	If yes, please describe (e.g., promoted to Lieutenant)
	\cdot
11.	Are you currently in Paramedic training? Yes No
12	Total number of years served as a Professional Firefighter
128	Total number of years served as a Professional Paramedic
121	Total number of years served as a Dispatcher
10	. Total number of years served as a Fire Investigator
1.20	d Total number of years served as a Fire Dept. Administrator

ID Code	
FOR RESEARCH USE ON	Υ

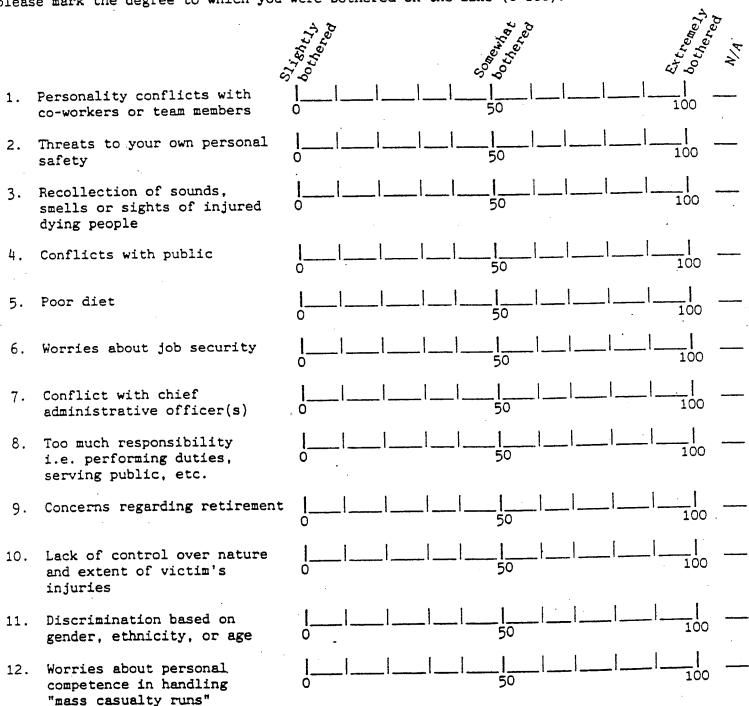
Background Information (Cont.)

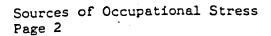
13.	Estimated time period at current station: (years)
	or check here if currently "detailed" or "floater"
• 4	restingted Descentage of FMS calls or runs in the past month
15.	Estimated Percentage of fire suppression calls or runs in the past month
For 1	6-19 below give estimated percentages of work time spent on:
16	Hazardous materials
10. 17	Inspection and Prevention
18	Training
19.	Management and Supervision
20.	Ethnicity: (Check one)1. African-American4. Caucasian
20.	2. Asian-American 5. Hispanic
	2. Asian-American 5. Hispanic 3. Native American Indian
21	Are you a Vietnam era veteran? Yes No
- 1	A == ==== n viotorin of the Crist War/ Yes NO
21a.	If yes to either 21 or 21a above, were you exposed to combat? Yes No
	Yes No
22	Have voll participated in a critical incident decreases
22. 22a	Have you participated in a critical incident debriefing within the past 6 mos? Yes No If yes, please give approximate date(s) of debriefing(s)
22a.	If yes, please give approximate date(s) of debriefing(s)
22a.	If yes, please give approximate date(s) of debriefing(s) Yes No
22a.	In the past 6 months have you sought assistance for a personal concern? Yes No If yes, please indicate if assistant was sought from a Physician Psychiatrist
22a.	In the past 6 months have you sought assistance for a personal concern? Yes No If yes, please indicate if assistant was sought from a Physician Psychiatrist
22a.23.23a.	In the past 6 months have you sought assistance for a personal concern?YesNo If yes, please indicate if assistant was sought from a Physician, Psychiatrist, Psychologist, Nurse, Counselor, Clergy, Other(specify)
22a. 23. 23a.	In the past 6 months have you sought assistance for a personal concern? Yes No If yes, please indicate if assistant was sought from a Physician Psychiatrist Psychologist Nurse Counselor Clergy Other (specify)
22a.23.23a.24.24a.	In the past 6 months have you sought assistance for a personal concern?YesNo If yes, please indicate if assistant was sought from a Physician, Psychiatrist, Psychologist, Nurse, Counselor, Clergy, Other(specify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No
22a.23.23a.24.24a.24b.	In the past 6 months have you sought assistance for a personal concern? Yes No If yes, please indicate if assistant was sought from a Physician Psychiatrist Psychologist Nurse Counselor Clergy Other (specify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No Was this injury a musculoskeletal strain/sprain? Yes No
22a.23.23a.24.24a.24b.	In the past 6 months have you sought assistance for a personal concern? Yes No If yes, please indicate if assistant was sought from a Physician Psychiatrist Psychologist Nurse Counselor Clergy Other (specify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No Was this injury a musculoskeletal strain/sprain? Yes No
22a.23.23a.24.24a.24b.	In the past 6 months have you sought assistance for a personal concern?YesNo If yes, please indicate if assistant was sought from a Physician, Psychiatrist, Psychologist, Nurse, Counselor, Clergy, Other(specify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No
22a.23.23a.24.24a.24b.	In the past 6 months have you sought assistance for a personal concern?YesNo If yes, please indicate if assistant was sought from a Physician, Psychiatrist, Psychologist, Nurse, Counselor, Clergy, Other (specify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No Was this injury a musculoskeletal strain/sprain? Yes No If not, a musculoskeletal strain/sprain please describe nature of injury:
22a. 23. 23a. 24. 24a. 24b. 24c	In the past 6 months have you sought assistance for a personal concern?YesNo If yes, please indicate if assistant was sought from a Physician, Psychiatrist, Psychologist, Nurse, Counselor, Clergy, Other(specify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No Was this injury a musculoskeletal strain/sprain? Yes No If not, a musculoskeletal strain/sprain please describe nature of injury:
22a. 23. 23a. 24. 24a. 24b. 24c	In the past 6 months have you sought assistance for a personal concern?YesNo If yes, please indicate if assistant was sought from a Physician, Psychiatrist, Psychologist, Nurse, Counselor, Clergy, Other(specify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No Was this injury a musculoskeletal strain/sprain? Yes No If not, a musculoskeletal strain/sprain please describe nature of injury:
22a. 23. 23a. 24. 24a. 24b. 24c. 25. 26.	In the past 6 months have you sought assistance for a personal concern?
22a. 23. 23a. 24. 24a. 24b. 24c. 25. 26.	In the past 6 months have you sought assistance for a personal concern?
22a. 23. 23a. 24. 24a. 24b. 24c. 25. 26.	In the past 6 months have you sought assistance for a personal concern?YesNo If yes, please indicate if assistant was sought from a Physician, Psychiatrist, Psychologist, Nurse, Counselor, Clergy, Other, Cspecify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No Was this injury a musculoskeletal strain/sprain? Yes No If not, a musculoskeletal strain/sprain please describe nature of injury: Are you covered under (check one) LEOFF I or LEOFF II Are you currently a local IAFF Union leader? Yes No IAFF Union Shift Steward? Yes No Please specify
22a. 23. 23a. 24a. 24b. 24c. 25. 26a. 26b.	In the past 6 months have you sought assistance for a personal concern?YesNo If yes, please indicate if assistant was sought from a Physician, Psychiatrist, Psychologist, Nurse, Counselor, Clergy, Other(specify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No Was this injury a musculoskeletal strain/sprain? Yes No If not, a musculoskeletal strain/sprain please describe nature of injury: Are you covered under (check one) LEOFF I Yes No IAFF Union Shift Steward? Yes No Hold other IAFF Union post? Yes No Please specify
22a. 23. 23a. 24. 24a. 24b. 24c. 25. 26a. 26b. 27.	In the past 6 months have you sought assistance for a personal concern?YesNo If yes, please indicate if assistant was sought from a Physician, Psychiatrist, Psychologist, Nurse, Counselor, Clergy, Other (specify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No Was this injury a musculoskeletal strain/sprain? Yes No If not, a musculoskeletal strain/sprain please describe nature of injury: Are you covered under (check one) LEOFF I or LEOFF II Are you currently a local IAFF Union leader? Yes No IAFF Union Shift Steward? Yes No Hold other IAFF Union post? Yes No. Please specify Did you recently participate in the Tacoma FireDepartment In-Service course on Critical Incident Stress
22a. 23. 23a. 24. 24a. 24b. 24c. 25. 26a. 26b. 27.	In the past 6 months have you sought assistance for a personal concern?YesNo If yes, please indicate if assistant was sought from a Physician, Psychiatrist, Psychologist, Nurse, Counselor, Clergy, Other (specify) Have you been physically injured in the line of duty within the past year? Yes No Are you still experiencing the after effects of this injury? Yes No Was this injury a musculoskeletal strain/sprain? Yes No If not, a musculoskeletal strain/sprain please describe nature of injury: Are you covered under (check one) LEOFF I or LEOFF II Are you currently a local IAFF Union leader? Yes No IAFF Union Shift Steward? Yes No Hold other IAFF Union post? Yes No. Please specify Did you recently participate in the Tacoma FireDepartment In-Service course on Critical Incident Stress
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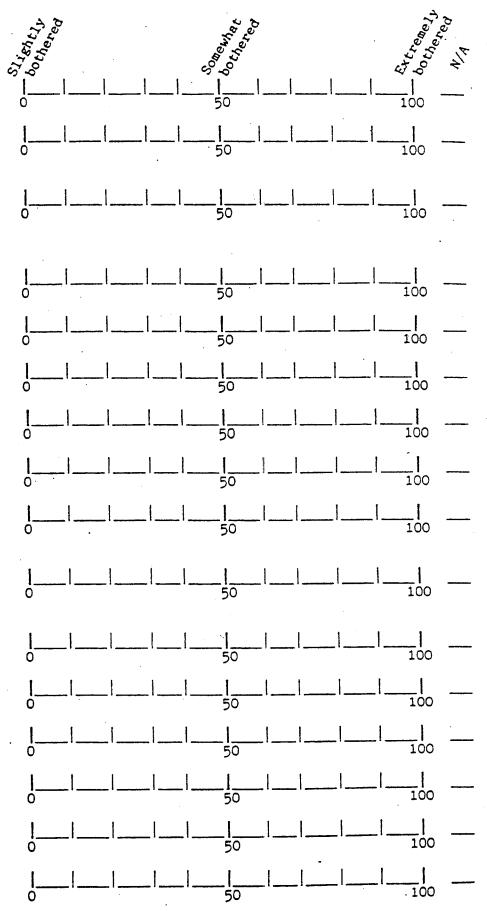
SOURCES OF OCCUPATIONAL STRESS IN FIREFIGHTERS AND PARAMEDICS

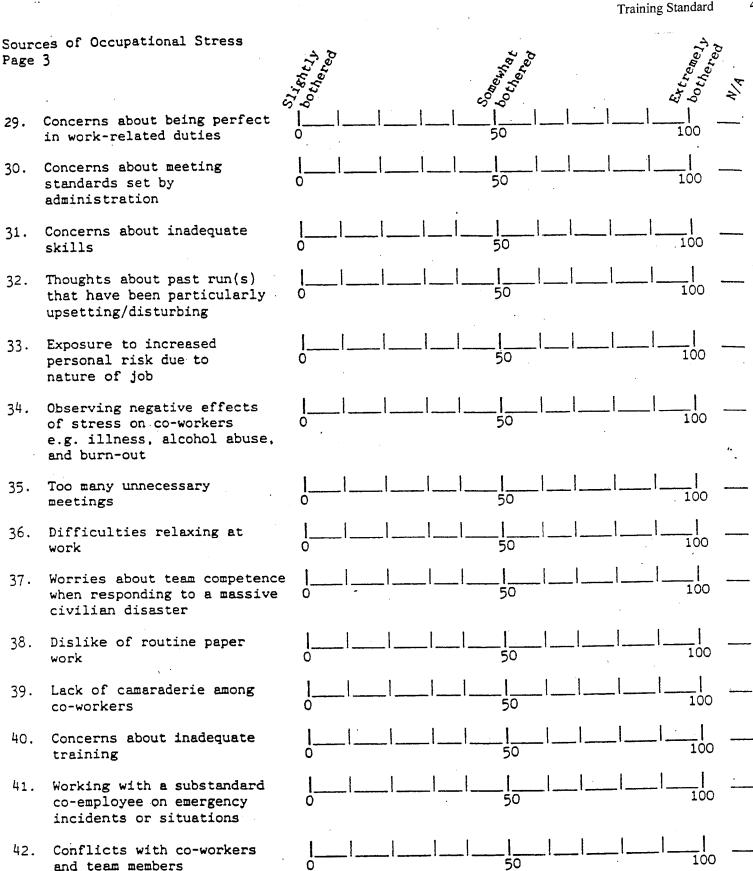
There are numerous sources of on-the-job stress that affect firefighters and paramedics on a regular basis. Below you will find a listing of many of these stressors. Please indicate how bothered you have felt about the following sources of on-the-job stress experience during the last 10 shifts you worked. By "bothered" it is meant frustrated, annoyed, irritated, etc. Check N/A if a stressor did not occur. If a stressor occurred please mark the degree to which you were bothered on the line (0-100).





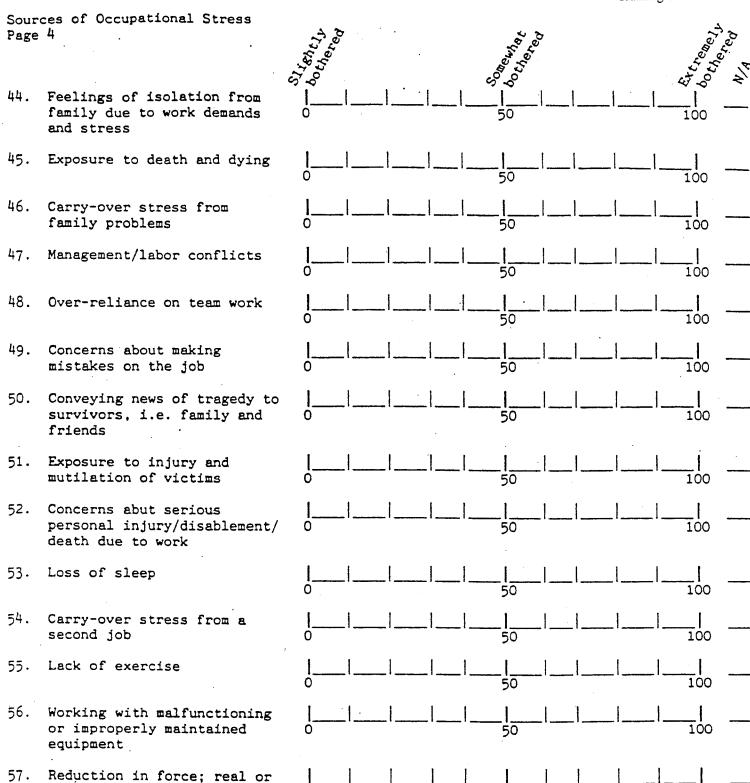
- 13. Poor quality of sleep
- 14. Exposure to anxious or overly-demanding co-worker or administrator
- 15. Telling family and friends that their relatives have died or have been severely injured
- 16. Lack of control over work schedule
- 17. Conflict with immediate
 superior(s)
- 18. Financial strain due to inadequate pay
- 19. Bothered by not being able to predict or control events
- 20. Concerns about not knowing latest technology
- 21. Possible dealings with dangerous and/or violent people
- 22. Apprehensions related to driving or being a passenger in an emergency vehicle
- 23. Lack of novel experiences/
 too much boredom on the job
- 24. Harassment based on gender, ethnicity, or age
- 25. Reduction in force/reduced dept. size or budget cuts
- 26. Working with substandard equipment
- 27. Dislike of day to day work duties
- 28. Not getting enough sleep at work





43.

Disruption of sleep



threatened reductions in manpower, wages and/or

benefits

Sources of Occupational Stress Page 5

JOB SATISFACTION AND MORALE - Items #58-#60 ask you to rate your job satisfaction and morale.

58.	Rate your overall current job satisfaction	not satisfied at all with job	50 somewhat satisfied	100 completely satisfied with job
59.	Rate your current work- related morale	0 extremely low morale (demoralized)		100 extremely high morale
60.	Rate your ability to attain your career goals	completely unable to attain career	50 career goals somewhat attainable	100 career goals completely attainable

SOCIAL NETWORK(S) - Items #61-#64 ask you to rate your social network satisfaction and conflict.

61. Rate your overall level of satisfaction with social support you receive at work

O 50 100

completely somewhat completely dissatisfied satisfied w/ social support at work support at work

62. Rate your satisfaction with social support you receive at home, i.e. from family and friends

completely somewhat completely dissatisfied satisfied w/ social support at home

63. Rate the <u>degree of conflict</u>
you experience in your
social network on the job
(at work) with co-workers

64. Rate the <u>degree of conflict</u>
you experience in your
social network at home
(with family and friends)

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STANDARD REVISED IMPACT OF EVENT SCALE

PLEASE FOLLOW INSTRUCTIONS CAREFULLY:

Recall the single most stressful critical incident you may have experienced in the line of duty during the past six (6) months. Take a few moments to recall the details of that incident.

Now, with that incident clearly in mind, please respond to the following items:

			FREQ	UENCY		
stres indi true If th	ow is a list of comments made by people after sful life events. Please check each item, cating how frequently these comments were for you <u>DURING THE PAST SEVEN DAYS</u> . sey did not occur during that time, please mark "Not At All" column.	Not At All	Rarely	Sometimes	Often	
1.	I thought about it when I didn't mean to.	1 1 1	; ; ;	f f t	1 	1
2.	I avoided letting myself get upset when I			; ;	1	2
_	thought about it or was reminded of it.	! ! !		: 	i ! !	
	I tried to remove it from memory.	; ; ;	i 	<u> </u>	; 	3
4.	I had trouble falling asleep or staying asleep,	* * * * * * * * * * * * * * * * * * *	:		: : :	-
	because of pictures or thoughts about it that came into my mind.		•		! ! !	;
5	I had waves of strong feelings about it.	<u></u>			 	5
	I had dreams about it.					6
_	I stayed away from reminders of it.					7
8.		1		1	ļ	8
9.	I tried not to talk about it.		<u>.</u>	ļ	¦	9
	Pictures about it popped into my mind.		ļ	ļ		10
	Other things kept making me think about it.				ļ	11
12.	I was aware that I still had a lot of feelings		1	! !	•	12
	about it, but I didn't deal with them.	ļ		1		: 13
13.					ļ	14
	Any reminder brought back feelings about it.		į		<u> </u>	15
15.	My feelings about it were kind of numb.		1		.i	.: 13

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WORST INCIDENT OF YOUR CAREER IMPACT OF EVENT SCALE

PLEASE FOLLOW INSTRUCTIONS CAREFULLY:

Recall the single most stressful critical incident you may have experienced in the line of duty during your entire career. Take a few moments to recall the details of that incident.

Now, with that worst incident of your career clearly in mind, please briefly describe it in the space provided at the bottom of this page, and please respond to the following items:

Below is a list of comments made by people after stressful life events. Please check each item, indicating how frequently these comments were true for you <u>DURING THE PAST SEVEN DAYS</u>.

FREQUENCY

true for you DURING THE PAS	time please mark				Often	
If they did not occur during that	tine, pieuse	Not At All	Rarely	Sometimes	Often	<u> </u>
the "Not At All" column.			1			1
1. I thought about it when I didn't	mean to.	; }	ļ		t .	2
2 Lavoided letting myself get up	set when I thought	1			! 	
about it or was reminded of it.						3
2 Litried to remove it from memor	ory.			1	1	4
I had trouble falling asleep or	staying asleep,		1		!	
because of pictures or though	is about it that carrie					- 5
into my mind.	about if	!				- 6
5. I had waves of strong feelings	about in					7
6. I had dreams about it.	of it					8
7. I stayed away from reminders8. I felt as if it hadn't happened,	or it wasn't real.	1				9
the shout it		-1				10
transfer to the second into	my mind.					11
au things kent making me	think about it.					12
12. I was aware that I still had a	ot of feelings about it,	•				
but I didn't deal with them.						13
to Litriad not to think about it.						14
Any reminder brought back f	eelings about it.					15
15. My feelings about it were kin	d of numb.					
10.						

15. Wy reemigs about it w) de provin	nately when it occurred:
Description of "worst"	incident (2 or 3 sentences) and approxim	lately <u>who</u>
When? years	months ago.	

SYMPTOMS OF STRESS INVENTORY

A Self Assessment

THIS QUESTIONNAIRE IS DESIGNED TO MEASURE
THE DIFFERENT WAYS PEOPLE RESPOND TO STRESSFUL
SITUATIONS. IN THE BOOK ARE SETS OF QUESTIONS
DEALING WITH VARIOUS PHYSICAL, PSYCHOLOGICAL
AND BEHAVIORAL RESPONSES. WE ARE PARTICULARLY
INTERESTED IN THE FREQUENCY WITH WHICH YOU MAY
HAVE EXPERIENCED THESE STRESS RELATED SYMPTOMS
DURING THE PAST WEEK

Check one:
() Screening () Exit () 6 Month () 1 Year

DEPARTMENT OF PSYCHOSOCIAL NURSING UNIVERSITY OF WASHINGTON

PLEASE C	IRCLE T	HE MOST	APPROPRIATE	RESPONSE	TO EACH	OUESTION.
----------	---------	---------	-------------	----------	---------	-----------

A VARI	IMES PEOPLE UNDER STRESS EXPERIENCE LETY OF PHYSICAL RESPONSES. DURING ESIGNATED PERIOD HAVE YOU BEEN RED BY:	4	zezes	Ar John Son Son Son Son Son Son Son Son Son So	Orten	A James A Jame
1.	Flushing of your face	o	1	2	3	4
2.	Sweating excessively even in cold weather	0	1	2	3	4
3.	Severe itching	o	1	2	3	4
4.	Skin rashes	0	1	2	3	4
5.	Breaking out in cold sweats	0	1	2	3	4
6.	Cold hands or feet	0	1	2	3	4
7.	Hot or cold spells	. 0	1	2	3	4
	OU NOTICED ANY OF THE FOLLOWING MS WHEN NOT EXERCISING:					
8.	Pains in your heart or chest	· o	1	2	3	4
9.	Thumping of your heart	.0	1	2	3	4
10.	Rapid or racing heart beats	o	1	2	3	4
11.	Irregular heart beats	0	1	2	3	4
12.	Rapid breathing	0	1	2	. 3	.4
13.	Difficult breathing	o	1	2	3	4
14.	A dry mouth	0	1	2	3	4
HAVE Y	OU EXPERIENCED:					
15.	Having to clear your throat often	0	1	2	3	4
16.	A choking lump in your throat	0	1	2	3	4
17.	Hoarseness	0	1	2	3	4
18.	Nasal stuffiness	0	1	2	3	4
19.	Colds	o	1	2	3 .	4 .
20.	Colds with complications (e.g. bronchitis)	. 0	1	2	3	4

			***	45 Legar	Sometin	Oct.	70.00
2 1.	Increased asthma attacks		0	1	2	3	4
22.	Simus headaches		0	1	2	3	4
HAVE Y	OU EXPERIENCED:						
23.	Spells of severe dizziness	٠	0	1	2	3	4
24.	Feeling faint		0	1	2	3	4
2 5.	Blurring of your vision		0	1	2	3 .	4
26.	Migraine headaches		0 .	1	2	3	4
27.	Increased seizures (convulsions)		0	1	2	3	4
HAVE Y	OU BEEN BOTHERED BY:						
28.	Indigestion		0	1	2	3	4
<i>2</i> 9.	Nausea		0	1	2	3	4
30.	Severe pains in your stomach	•	0	1	2	3	4
31.	Increased appetite		0	1	2	3	4
32.	Poor appetite		0	1	2	3	4
<i>3</i> 3.	Loose bowel movements or diarrhea	•	0	1	2	3	4
34.	Heartburn		0	1	2 .	3	4
35.	Constipation		0	1	2	3	4
EXPERI EXCESS	TENSION IS A COMMON WAY OF ENCING STRESS. HAVE YOU NOTICED IVE TENSION, STIFFNESS, SORENESS MPING OF THE MUSCLES IN YOUR:					,	
36.	Abdomen or stomach		0	1	2	3	4
37.	Neck		0	1	2	3	4
38.	Jaw		0	1	2	3	4
39.	Forehead		0	1	2	3	4
40.	Eyes		0	1	2	3	4
41.	Back		0	1	2	3	4
42.	Shoulders		0	1	· 2	3	4
43.	Hands or arms		0	1	2	3	4

		ze st	re resident	Smeting	ورد و	Frequence
44.	Legs	0	1	2	3	4
45.	Tension headaches	. 0	1	2	3	4
YOU NO	OR DAY-TO-DAY ACTIVITIES, HAVE OTICED SYMPTOMS OF ANXIETY OR OSSNESS, SUCH AS:					
46.	Fidgeting with your hands	0	1	2	3	4
47.	Pacing	0	1	2	3	4
4 8.	Chewing on your lips	0	1	2	3	4
49.	Difficulty sitting still	0	1	2	3 -	4
. 50.	Increased eating	0	1	2	3	4
51.	Increased smoking	0	1	2	3	4
52.	Biting your nails	0	1	2	3	4
<i>5</i> 3.	Having to urinate frequently	0	1	2	3	4
54.	Having to get up at night to urinate	0	1	2	3	4
<i>5</i> 5.	Difficulty in falling asleep	0	1	2	3	4
56.	Difficulty in staying asleep at night	0	1	2	3	4
<i>57</i> .	Early morning awakening	0	1	2	3	4
58.	Changes in your sexual relationship	0	1	2	3	4
<i>5</i> 9.	Working tires you out completely	0	1	2	3	4
60.	Severe aches and pain make it difficult for your to do your work	0	1	2	3	4
OF EMO	S IS OFTEN ACCOMPANIED BY A VARIETY DTIONS. DURING THE DESIGNATED D HAVE YOU FELT:					
61.	Alone and sad	0	1,	2	3	4
62.	Unhappy and depressed	0	1.	2	3	4
63.	Like crying easily	0	1	2	3	4
64.	Like life is entirely hopeless	0	1	2	3	4
_		_		_	_	

^{* 65.} That you wished you were dead ... 0 1 2 3 4
*If you rated this item (#65) at a 1,2,3 or 4, we recommend that you contact your
Employee Assistance Program for an evaluation. A 1,2,3 or 4 rating on item #65
suggests there might be a potential for self-harm.

			•	ż	•		54 ،
		***	re reg	Symetry	, J.	Frequencia	
6 6.	That worrying gets you down	0	1	2 .	3	4	
67 -	You get up tired and exhausted in the morning even with your usual amount of sleep	o	1	2	3	4	
68.	You suffer from severe nervous exhaustion	0	1	· 2	3	4	
HAVE Y	OU NOTICED:						
69.	Worrying about your health	0	1	2	3	4	
70.	Stuttering or stammering	0	1	· 2	3	4	
71.	Shaking or trembling	0	1	2 ·	3	4	
72.	Being keyed up and fittery	0	1	2	3	4	
73.	Feeling weak and faint	0	1	2	3	4	
74.	Frightening dreams	0	1	2	3	4	
75.	Being uneasy and apprehensive	0	1	2	3 .	4	
76.	You get nervous or shaky when approached by a superior	0	1	· 2	3	4	
77.	You become so afraid you can't move	0	1	2	3	4	
78.	You are fearful of strangers and/or strange places make you afraid	0	1	2	3	· 4	
79.	Sudden noises make you jump or shake	o .	1	2	3	4	
DOES I	IT SEEM:						
80.	That little things get on your nerves	o	1	2	3	4	
81.	You are easily annoyed and irritated	0	. 1	2	3	4	
82.	When you feel angry, you act angrily toward most everything	o	1	2	3	4	
83.	Angry thoughts about an irritating event keep bothering you	0	1	2	3	4	
84.	You become mad or angry easily	0	1	2	3	· 4	

		***	مچه د ود	Town Some S	ود ده	ي مو
•	Your anger is so great that you want to strike something	0	1	2	3	4
•	You let little annoyances build up until you just explode	0	1	2	3 :	4
•	You become so upset that you hit something	0	I	2	3	4
OUI	R DAY-TO-DAY LIVING DO YOU FIND:					
•	Your thinking gets completely mixed up when you have to do things quickly	0	1	· 2	3	4
•	You must do things very slowly to do them without mistakes	0	1	2	3	4
•	You get directions and orders wrong	0	1	. 2	3	4
•	You are unable to keep thoughts from running through your mind	o	1	2	3	4
•	Frightening thoughts keep coming back	0		2	3	4
	You become suddenly frightened for no good reason	0	1	2	. 3	4
•	You have difficulty in concentrating	0	1	· 2	3	4
•	What other ways do you experience stress, tension or anxiety?					
				4		

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HEALTH SCREENING SURVEY

Check the appropriate answer. 1. IN THE LAST THREE MONTHS, have you been dieting to lose weight? IF YES: How many pounds have you managed to lose? ___ 0 ____ 1-3 ____ 4-7 ____ 8 or more 2. IN THE LAST THREE MONTHS, have you performed physical activity or exercise in your leisure time at least 20 minutes without stopping, enough to make you breathe hard and/or sweat? ___ Yes ___ No IF YES, On average, how many days per week have you been exercising? ____ 1-2 ____ 3-4 ____ 5-6 ___ Every Day 3. IN THE LAST THREE MONTHS, have you been smoking cigarettes at all? Yes ___ No IF YES, On average, how many cigarettes have you been smoking each day? ____ 1-9 ____ 10-19 ____ 20-29 ____ 30 or more 4. IN THE LAST THREE MONTHS, have you been drinking alcoholic drinks at all (e.g. beer, wine, sherry, vermouth, or hard liquor)? ___ Yes ___ No IF NO, go to question 5. IF YES, ANSWER 4a thru 4c. Check the appropriate answer. On average, how many days per week have you been drinking beer or wine coolers? ____ None ____ 1-2 ____ 3-4 ____ 5-6 ____ Every day On a day when you have had beer or wine coolers to drink, how many glasses, bottles, or cans have you been drinking? ____ 1-2 ____ 5-8 ____ 9-14 ____ 15 or more AND On average how many days per week have you been drinking wine, sherry or vermouth? 4b. ____ None ____ 1-2 ____ 3-4 ____ 5-6 ____ Every day On a day when you have had wine, sherry or vermouth to drink, how many glasses have you been drinking? ____ 5-8 ____ 9-14 ____ 15 or more ____ 3-4 ____ 1-2 AND On average how many days per week have you been drinking liquor (gin, vodka, rum, 4c. brandy, whisky, etc.)? 3-4 ____ 5-6 ____ Every day ____ None ____ 1-2 On a day when you have had liquor to drink, how many single shots have you been drinking? ____ 5-8 ____9-14 ____ 15 or more ____ 3-4 ____1-2

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a. lose some weightb. cut down or stop smoking	IONTHS have you felt you should NoSometimesQuite OftenVery Often NoSometimesQuite OftenVery Often NoSometimesQuite OftenVery Often NoSometimesQuite OftenVery Often
a. change your weightb. cut down or stop smokingc. cut down or stop drinking	ONTHS has anyone annoyed you or got on your nerves by telling you to: NoSometimesQuite OftenVery OftenNoSometimesQuite OftenVery OftenNoSometimesQuite OftenVery OftenNoSometimesQuite OftenVery Often
7. IN THE LAST THREE N a. your weight b. how much you smoke c. how much you drink d. how unfit you are	No Sometimes Quite Often Very Often
8. IN THE LAST THREE Na. exercise to keep fit b. smoke a cigarette c. have an alcoholic drink d. have something to eat	IONTHS, have you been waking up wanting to: NoSometimesQuite OftenVery OftenNoSometimesQuite OftenVery OftenNoSometimesQuite OftenVery OftenNoSometimesQuite OftenVery Often
9. Now that you have con a. a weight problem b a smoking problem c. a drinking problem d. a fitness problem	Ipleted this form, do you think you currently have: No Sometimes Quite Often Very Often No Sometimes Quite Often Very Often No Sometimes Quite Often Very Often No Sometimes Quite Often Very Often
10. Thinking back, would a. a weight problem b. a smoking problem c. a drinking problem d. a fitness problem	you say at any time in the past you had: No Sometimes Quite Often Very Often

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Coping Response of Rescue Workers

The following are some of the things people do to handle stress. When you have experienced a stressful situation as a fire fighter how frequently do you use one of these ways to handle it? Please circle the appropriate answer.

Never Rarely Sometime	es Often
1. Remind myself I am providing help. 0 1 2	3
2. Remind myself things could be worse. 0 1 2	3
3. Look at the situation realistically. 0 1 2	3
4. Figure out which things you feared really could have happened. 0 1 2	3
5. Concentrate on other things. 0 1 2	3
6. Think about the more humorous parts of the event. 0 1 2	3
7. Be more helpful to others. 0 1 2	3
8. Think of the meaning of life after the event. 0 1 2	. 3
9. Work on expectations for the future. 0 1 2	3
10. Let myself experience all the feelings about the event. 0 1 2	3
11. Talk to others about the incident. 0 1 2	3
12. Put feelings out of my mind. 0 1 2	3
13. Think about the good things in life. 0 1 2	3
14. Figure out when my responses were irrational. 0 1 2	3
15. Devote myself to work. 0 1 2	3
16. Figure out how things would be different if I acted in a different way. 0 1 2	3
17. Seek out other fire fighters who are dealing with the same thing. 0 1 2	3
18. Figure out the meaning in fire fighting. 0 1 2	3
19. Put the whole thing out of my mind. 0 1 2	3
20. Withdraw from people. 0 1 2	3
21. Develop a positive attitude about the event. 0 1 2	3
22. Think about what happened on my own. 0 1 2	3
23. Figure out why the event made me feel the way it did. 0 1 2	3
24. Not to be bothered by conflicting feelings. 0 1 2	3
25. Involve myself in other activities. 0 1 2	3
26. Seek increased emotional support from others. 0 1 2	3
27. Look for someone to provide direction. 0 1 2	3
28. Turn to religion or philosophy for help. 0 1 2	3
29. Find new interests. 0 1 2	3
30. Spend more time listening to music, writing or getting in touch with nature. 0 1 2	3
31. Do things impulsively to see if such activities would help. 0 1 2	3
32. Figure out choices in life and how they are related to the event. 0 1 2	3

Adapted from Lazarus & Folkman. Modified by W. Corneil. (Used with permission.)

SCHEDULE OF RECENT EXPERIENCES (SRE)

Part A (Items 1 through 12)

Instructions

For each life event listed below, please do the following:

Think back on the event and decide if it happened to you and when it happened.

If the event did happen, place a check mark in the appropriate time period to the right. The columns are as follows:

O to 6 months 6 months to 1 year ago

If the event in question did not happen to you in any of the time periods, check under "does not apply."

		1 0-6 mo. ago	2 6 mo- 1 yr. ago	_	
1.	A lot more or a lot less trouble with the boss.				
2.	A major change in eleeping habits (sleeping a lot more or a lot less, or change in part of day when asleep.	***************************************			••
3.	A major change in eating habits (alot more or alot less food intake, or very different meal hours or surroundings).		<u></u> .		
4.	A revision of personal habits (dress, manners, associations, etc.)				
5.	A major change in your usual type and/or amount of recreation.				
6.	A major change in your social activities (e.g., clubs, dancing, movies, visiting, etc.)				
7.	Major change in church activities (e.g., alot more or alot less than usual).				
8.	A major change in number of family get- togethers (e.g., alot more or alot less than usual).				
9.	A major change in financial state (e.g., alot worse or alot better off than usual).			-	
10.	In-law troubles.		<u> </u>		
11.	A major change in the number of arguments with spouse (e.g., either alot more or alot less than usual regarding child-rearing, personal habits, etc.).			-	
12.	Sexual difficulties			4-1	

SRE (C#9)
Page two

Part B (Items 13 through 42)

This part is similar to Part A, except that you are now asked to indicate the number of times that an event happened in each of the appropriate time periods.

13.	Major personal injury or illness	1 0-6 mo. ago	2 6 mo- 1 yr. ago	O Does not apply
14.	Death of a close family member (other than spouse)			
15.	Death of spouse			
16.	Death of a close friend	•		
17.	Gaining a new family member (e.g., through birth, adoption, oldster moving in, etc.)			
18.	Major change in the health or behavior of a family member			
19.	Change in residence			
20.	Detention in jail or other institution			
21.	Minor violations of the law (e.g., traffic tickets, jaywalking, disturbing the peace, etc.)		-	
22.	Major business readjustment (e.g., merger, reorganization, bankruptcy, etc.)			
23.	Marriage			
24.	Divorce			
25.	Marital separation from spouse		· .	
26.	Outstanding personal achievement	·		
27.	Son or daughter leaving home (<u>e.g.</u> , marriage, attending college, etc.)	**********		
28.	Retirement from work			
29.	Major change in working hours or conditions	-		
30.	Being fired from work			
31.	Major change in responsibilities at work (e.g., promotion, demotion, lateral transfer)			
32.	Major change in living conditions (e.g., building a new home, remodeling, deterioration of home or neighborhood)			
	Wife beginning or ceasing work outside the home.	_	•	

SRE (C#9) Page three

		1 0-6 mo.	_	
34.	Taking on a mortgage greater than \$10,000 (e.g., purchasing a home, business, etc.)			
35.	Taking on a mortgage or loan less than \$10,000 (e.g., purchasing a car, TV, freezer, etc.)			
36.	Foreclosure on a mortgage or loan			
37.	Vacation			
38.	Changing to a new school			
39.	Changing to a different line of work			**********
40.	Beginning or ceasing formal schooling	-		
41.	Marital reconciliation with mate			
42.	Pregnancy			

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LEISURE ACTIVITY SCALE

On the left side of this survey is a list of activities people participate in during free time. You may engage in these activities for various reasons: Escape from stresses of life, enjoyment, and/or the challenge involved in some activities.

Directions: For each activity listed, tell us how often you participate in each activity by checking one of the boxes in the extent of participation columns as follows: N=Never, Y=Yearly, M=Monthly, W=Weekly, or D=Daily. Then, for each activity listed, rate your degree of involvement, i.e. how absorbed/engaged you are when doing this activity, using the following key: 1=Very little involvement, 2=Some involvement, 3=A lot of involvement: or 4=Extensive involvement.

1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						•	xtent of				
LEISURE ACTIVITY			iicip M				10 1	1VOIV 2		ent 4	
Working Crossword Puzzles	<u> </u>	Ė	141	-		H				-	1
Watching Television						Н		<u> </u>			2
Reading/Listening to Books on Tape						H					3
Playing games at home						H					4
5. Playing Racquetball						H					5
6. Skating (i.e., roller, blades)						Н					6
7. Walking						H					7
8. Bicycling						H				 	8
9. Jogging						\Box					9
10. Golfing						H					10
11. Skiing (snow or water)						H					111
12. Swimming							1				12
13. Playing Tennis						Ħ					13
14. Playing Volleyball						\Box					14
15. Bowling						\Box	Ī				15
16. Canoeing/Boating				·							16
17. Gardening							1				17
18. Hiking											18
19. Fishing						\Box					19
20. Camping											20
21. Hunting											21
22. Drinking and Socializing							-				22
23. Club Activities						T					23
24. Picknicking							-				24
25. Watching Sports on TV	1										25
26. Listening to Music						T	[1			26
27. Collecting Antiques											27
28. Collecting Stamps											28
29. Tavem Games (pool, etc)						1					29
30. Playing Computer Games											30
31. Plaing Cards											31

LEISURE ACTIVITY SCALE

	() Extent of					() Extent of				
LEISURE ACTIVITY	Participation N Y M W D					Involvement				
32. Playing Musical Instruments	I N	Y	M	W	D	4	1	2	3	4
33. Public Videogames	-									!
34. Playing Chess						+	i			
35. Visiting Museums, fairs, galleries or attending plays						+	- ;		•	
36. Baking and Cooking					-		- !			
37. Woodworking						+	<u> </u>			
38. Quilting/Knitting/Sewing					-	+				
39. Photography						+	1			-
40. Ceramics/Pottery					-	+	<u> </u>			
41. Sunbathing/Sauna					-	+	-			├─
42. Napping				-						
43. Entertaining at Home						+	1			
44. Eating Out					-+	┿	-	1		
45. Participating in Drama/Dance						+				
46. Going to bars or clubs						+-				
47. Shopping/browsing in shops					-	+		-		
48. Attending movies, concerts, or plays		_			\dashv	╅	1			
49. Visiting friends and relatives					-	╅	<u>-</u> -	-		
50. Automobile Trips					-+	+	-			
51. Other Travel					-	+	+	-+		
52. Talking on the phone to friends or relatives					-	+-		-+		

Have we missed any of your activities? List them along with extent of participation and level of involvement.

	N	ΙÝ	M	W	D	Т	1 1	2	3	4	7
1.				1		1		i	i -	 	٦,
2.			T		Ī	T		!	 	†	٦.
3.				T				!	i		1:
4.				1				ĺ			7
5.				Ť	i i		 	1	 		٦,

Are there any leisure activities listed above	that you have actua	ally or are especially interested in
mastering-i.e., excelling in? No	Yes	If yes, list one to three below and
indicate your current level of mastery by dra	awing a mark (/) a	long the lines provided.

	L	EVEL OF MASTERY	
LIST ACTIVITIES HERE	No Mastery	Some Mastery	High Mastery
	0102030	405060	708090100
	0102030	405060	-708090-100
	p102030	405060	-70-80-90-100

PERSONAL FEELINGS & EMOTIONS

To what *extent* have you experienced the following feelings or emotions **TODAY**?

F	Y	יור	N	Г
	_	13.		

		Not At All	Limited	Some	Moderate	Great Extent
1.	Distressed	0	1	2	3	4
2.	Upset	0	1	2	3	4
3.	Guilty	0	1	2	3	4
4.	Scared	0	1	2	3	4
5.	Hostile	0	1	2	3	4
6.	Irritable	0	1	2	3	4
7.	Ashamed	0	1	2	3	4
8.	Nervous	0	1	2	3	4
9.	Jittery	0	1	2	3	4
10.	Afraid	. 0	1	2	3	4

from Watson et. al (1988) J. of Personality & Soc. Psychol.

SUPERVISORY BEHAVIOR

University of Washington

The following statements describe the way a supervisor might perform his or her job. Please indicate whether you agree or disagree with each of the statements as descriptions of your supervisor by <u>circling your response</u>.

Ge	nerally, my supervisor	Strongly Agree 1	Agree 2	Neither Agree nor Disagree 3	Disagree 4	Strongly Disagree 5
1.	Is willing to listen and consider my ideas.	1	2	3	4	5
2.	Keeps crew members informed	1	2	3	4	5
3.	Is fair with crew members.	1	2	3	4	5
4.	Encourages people to speak up when they disagree with a decision	i	2	3	4	5
5.	Is available when I need him/her.	. 1	2 .	3	4	5
6.	Handles the administrative part of his/her job extremely well	1	2	3	4	5
7.	Helps me solve work-related problems.	1	2	3	4	. 5
8.	Has confidence and trust in me.	1	2	3	4	5
9.	Encourages crew members to work together as a team	1	2	3	4	5
10.	Keeps informed about the way crew members think and feel about things	1	2	3	4 .	5
11.	Helps crew members develop their skills.	1	2	3	4	5
12.	Knows the parts of his/her job extremely well	1	2	3	4	5
13.	Makes most decisions without asking crew members for their opinions.	1	2	3	4	5
14.	Has the respect of the crew members.	1	2	3	4	5
15.	Is willing to listen to my problems.	1	2	3	4	5
16.	Maintains high standards of performance	1	2	3	4 .	5

THE END!!!

THANK YOU FOR YOUR WILLINGNESS TO PARTICIPATE IN THE STUDY.

Please be sure to sign the appropriate consent form (keep the "Participant's Copy" for your records), and write your name and address clearly on the enclosed white business-sized envelope. Then place the survey and the white envelope inside of the enclosed large manila envelope and return it to the Project Staff at the University of Washington.

You will receive your \$10 or \$15 shortly.

APPENDIX B

Training Plan

TACOMA FIRE DEPARTMENT 1998-2000 TRAINING PLAN

POLICY STATEMENT

Responsibility for training and education of Tacoma Fire Department members will fall under the central authority of the Training Division.

TRAINING PLAN OVERVIEW

This plan is designed to meet many of the current, as well as future, training and education needs of the Tacoma Fire Department Operations Division. The plan utilizes the concepts of centralized and decentralized training and will be administered with a cascade style delivery system. The following levels within the Department will share responsibilities for delivering, receiving and documenting all aspects of the plan: Training Division, Battalion Chiefs, Company Captains, Company Lieutenants, Firefighters and Firefighter/Paramedics. The Department's philosophy toward operational training will be to assume a "back to basics" approach. Within this plan four programs are identified, Firefighter I and II, Driver/Operator I and II, Officer Preparation, and Officer Development. These programs are intentionally rigid in their design, thereby providing a much needed mechanism of checks and balances. The curriculums within these programs are designed to be fluid allowing for flexibility of scheduling if needed.

TRAINING PLAN SCOPE

The Department, while delivering the required "back to basics" training and education, recognizes that FF I and II, DR/OP I and II, Officer Preparation, and Officer Development only make up the fundamental framework of a complete training and education plan. Conducted simultaneously with the above core training, other training and education deemed necessary by the department will be administered.

FIREFIGHTER I and FIREFIGHTER II

Structure:

The Tacoma Fire Department Training Division will be charged with the administration and implementation of this program. After completing this training and education program the members of the Department will have met or exceeded the standards for Firefighter I and Firefighter II as outlined in NFPA 1001.

Battalion Chiefs, Company Captains, Company Lieutenants and individuals assigned to the Training Division share a key role in the program and for this reason will be given Washington State Fire Service Level I Instructor training. The intent of the Department is for any member participating in the delivery of Training Division sanctioned training and education to be certified as a Washington State Fire Service Level I Instructor. This will not preclude the

Department from utilizing non-certified individuals, possessing special talents, knowledge or skills, in an instructor capacity.

The Training Division will be responsible for the development of all lesson plans. This will be accomplished with input and assistance from those people closest to the job and/or anyone having a specific knowledge of the subject area. The International Fire Service Training Association (IFSTA) Firefighter I and Firefighter II curriculum package will be the minimum standard from which all lesson plans will be developed for this segment of the training program.

Final approval of lesson plans will be given by the Assistant Chief of Training.

Once approved, the classes will be delivered to all companies using both Drill Groups and Captains Training Teams. The Training Division will coordinate and schedule all core classes. Classes delivered to Drill Groups will take place at a location determined to be most suited for the type of training to be delivered. This may include the Training Center, department satellite training sites or, again, any location determined to be most appropriate for the training being delivered. Training delivered using the Captains Training Team format will be delivered at a location determined by the Captain. Considerations should be given to service delivery coverage and space requirements.

All classes will have a corresponding lesson plan or lesson outline. Modules containing performance requirements will also have accompanying skill task sheets.

Each company will be issued a single copy of the most current edition of the IFSTA Essentials of Firefighting. The Essentials of Firefighting manual is designed to provide the information needed for fire service personnel to meet the training and education objectives of F.F. I and F.F. II. It will be used as the Department's textbook for F.F. I and F.F. II curriculum, although additions and deletions to the material presented in the text will be made when the Training Division determines it is necessary.

Delivery:

F.F. I and F.F. II training will be a two year program. The program has been arranged into 12 modules with each being delivered in a two month time frame. These modules will be designated as the required school and drill for each two month period. Prior to the beginning of each module and before its class is delivered, a lesson plan or outline will be issued to each company for inclusion in their station's copy of the Tacoma Fire Department Training and Education Reference Manual. Modules may have a corresponding IFSTA Essentials of Firefighting pre-class reading assignment.

During month one, the Training Division will conduct classroom training and manipulative skill orientation for all companies using the Drill Group concept. During the remainder of the two month module time frame, the scheduled Captains Training Team and single company school and drill will be based on the current module. During these scheduled Captains Training Team sessions, a multi-company drill scenario incorporating the elements of the current module should be used as a tool to strengthen both knowledge and skill.

Battalion Chiefs will attend Captains Training Team drills to insure the competence level of the members of his/her battalion are at an acceptable level and that all required elements of each module are adhered to.

On a continual basis, companies will be called to the training center for a knowledge and skill evaluation based on any previously taught module. This appraisal will be in the form of a skill level assessment. If company performance is not at an acceptable level, the crew will be required to repeat the evaluation process in a time period to be determined by the Assistant Chief of Training.

Beginning in 1998, the Recruit Training Academy will be geared toward the recruit meeting the requirements of F.F. I. Once a recruit leaves the academy for a field assignment, the focus of their training will be to continue building confidence in F.F. I and to complete F.F. II by the end of their probationary period.

Delivery Schedule:

	FIREFIGHTER I AND II	NFPA	SYMBOL	START
	TRAINING MODULES	1001		
1.	Fire Department Organization	3-2, 4-2	FTM-1	July 98
	Fire Alarm and Communications	3-4, 4-4		
2.	Safety	3-3, 4-3	FTM-2	Sept. 98
	Personal Protective Clothing	3-7, 4-7	1	
3.	Fire Behavior	3-5, 4-5	FTM-3	Nov. 98
	Portable Extinguishers	3-6, 4-6		
4.	Water Supplies	3-19, 4-19	FTM-4	Jan. 99
	Sprinklers	3-20, 4-20		
5.	Fire Hose, Appliances, Streams	3-12, 4-12	FTM-5	March. 99
	Foam Fire Streams	3-13, 4-13		
6.	Fire Control	3-14, 4-14	FTM-6	May 99
7.	Rescue	3-18, 4-18	FTM-7	July 99
8.	Forcible Entry	3-8, 4-8	FTM-8	Sept. 99
	Ventilation	3-9, 4-9		
9.	Ropes	3-10, 4-10	FTM-9	Nov. 99
	Ladders	3-11, 4-11		
10.	Salvage	3-15, 4-15	FTM-10	Jan. 99
	Overhaul	3-16, 4-16		
11.	Building Construction	3-23, 4-23	FTM-11	March 2000
12.	Fire Cause and Determination	3-22, 4-22	FTM-12	May 2000
	Fire Prevention and Public Ed.			-

OFFICER PREPARATION

Structure:

The Tacoma Fire Department Training Division will be charged with the administration and implementation of this program.

Officer Preparation is that segment of the Tacoma Fire Department Training Program which addresses the fundamental training and education needs of those individuals wishing to promote to the rank of Fire Lieutenant. It will also give the Firefighter, who is working up as an Acting Officer, additional knowledge and guidance relative to the position. Officer Preparation is a responsibility that will be shared jointly by the Department and the department member wishing to promote. The Officer Preparation Program is designed to be offered in a module format with the entire curriculum delivered prior to the 2001 Fire Lieutenant examination.

The Officer Preparation curriculum is made up of ten 2-hour core classes, four 2-hour electives and three 4-hour electives. In addition to meeting the five year service requirement, a Firefighter wishing to enter the 2001 Fire Lieutenant testing process is required to attend eight of the ten core classes, two of the 2-hour electives and one of the 4-hour electives. Completion of the requisite classes will require a 24-hour commitment from the student. Responsibility for completion of the 24 hour required training curriculum lies solely with the Firefighter wishing to promote.

Delivery:

All ten Officer Preparation core classes will be delivered to each of the four shifts using the Drill Group concept. All on duty firefighters will attend the core classes. By attending an additional 2-hour elective (a third class) or an additional 4-hour elective, only seven of the core classes need be attended to meet the minimum requirement for Lieutenant exam eligibility. The substitution option can be exercised only one time during a curriculum cycle.

Two of the four 2-hour electives will be delivered on each of the four shifts using the Drill Group concept. The remaining two 2-hour electives will be delivered on one shift each also utilizing the Drill Group concept. As an example, the Hydraulics and Building Construction electives will be given on A, B, C, and D shifts, the Communications elective on A shift and Strategy/Tactics 3 on C shift.

A single 4-hour elective will be offered at the Training Center on specific Saturdays with a different Saturday dedicated to each of the three subjects. One of the three classes, Assessment Center Preparation, will be offered on two Saturdays. The number of students interested in attending the class on any particular Saturday will determine whether it is delivered once or twice on that day.

When a Drill Group reports to the Training Center for its scheduled Officer Preparation module, two classrooms will be used. Officer Preparation will be addressed in one room and Officer Development will be addressed in the other. In most cases the module subject matter will be the

same for both groups, although the goals and objectives of the class will be designed for the specific target audience.

Delivery Schedule:

CORE TRAINING MODULES (Eight are required)	MODULE 11	SYMBOL	START
Incident Management System	2.0 hrs.	FOP-1	Aug. 98
2. Leadership 1	2.0 hrs.	FOP-2	Oct. 98
3. Supervisor 1	2.0 hrs.	FOP-3	Dec. 98
4. General Principles of Firefighting	2.0 hrs.	FOP-4	Feb. 99
5. Strategy/Tactics 1	2.0 hrs.	FOP-5	April 99
6. Strategy/Tactics 2 (prerequisite Strategy/Tactics 1)	2.0 hrs.	FOP-6	June 99
7. Emergency Operations	2.0 hrs.	FOP-7	Aug. 99
8. Inspections	2.0 hrs.	FOP-8	Oct. 99
9. Technology	2.0 hrs.	FOP-9	Dec. 99
10. Building Systems	2.0 hrs.	FOP-10	Feb. 2000
CORE HOURS TOTAL	16.0 HOURS		
TWO HOUR ELECTIVES	MODULE	SYMBOL	START
(Two are required)	HOURS		
1. Hydraulics	2.0 hrs.		
2. Building Construction	2.0 hrs.	,	
3. Communications	2.0 hrs.		
4. Strategy/Tactics 3 Hi-Rise Fires			
(prerequisite Strategy/Tactics 2)	2.0 hrs.		
1 3			
(prerequisite Strategy/Tactics 2) TWO HOUR ELECTIVES TOTAL FOUR HOUR ELECTIVES	4.0 HOURS MODULE	SYMBOL	START
(prerequisite Strategy/Tactics 2) TWO-HOUR-ELECTIVES TOTAL	4.0 HOURS	SYMBOL	START
(prerequisite Strategy/Tactics 2) TWO HOUR ELECTIVES ROTAL FOUR HOUR ELECTIVES (One is required) 1. Strategy/Tactics 4 Special Problem Fires	MODULE HOURS	SYMBOL	START
(prerequisite Strategy/Tactics 2) FWO HOUR ELECTIVES ROTAL FOUR HOUR ELECTIVES (One is required) 1. Strategy/Tactics 4 Special Problem Fires (prerequisite Strategy/Tactics 2) 2. Department Standard Operating	MODULE HOURS 4.0 hrs.	SYMBOL	START

APPENDIX C

Stress Survey Results

